



# Exercise Expert 5 User Manual

# Table Of Contents

<b>Chapter 1.....</b>	<b>5</b>
<i>Getting Started.....</i>	<i>5</i>
<i>Overview .....</i>	<i>5</i>
<i>What's New in Version 5 .....</i>	<i>6</i>
<i>Hardware and Software Requirements .....</i>	<i>7</i>
<i>Contacting Technical Support.....</i>	<i>7</i>
<b>Chapter 2.....</b>	<b>8</b>
<i>Client Exercise Programs.....</i>	<i>8</i>
<i>Searching for Exercises .....</i>	<i>8</i>
<i>Customizing Your Work Environment.....</i>	<i>9</i>
<i>Creating a Client Exercise Program .....</i>	<i>10</i>
<i>Printing a Client Exercise Program or Protocol .....</i>	<i>11</i>
Reprinting an Exercise Program for a Client .....	14
Quickly Printing an Exercise Program .....	14
Using the Exercise Numbers to Rapidly Create an Exercise Program .....	15
<i>Adding Stock Comments to an Exercise Program.....</i>	<i>15</i>
Deleting Stock Comments from an Exercise Program .....	16
<i>Emailing a Client Exercise Program .....</i>	<i>16</i>
<i>Editing an Exercise in a Client Exercise Program.....</i>	<i>17</i>
<i>Setting Pyramids .....</i>	<i>19</i>
<i>Saving a Client Exercise Program .....</i>	<i>20</i>
<i>Searching for Client Histories and Exercise Programs .....</i>	<i>20</i>
Deleting a Client Exercise Program.....	22
Deactivating and Reactivating Clients.....	22
Deactivating Clients.....	22
Reactivating Clients .....	22
<b>Chapter 3.....</b>	<b>23</b>
<i>Exercises.....</i>	<i>23</i>
<i>Exercise Naming Conventions .....</i>	<i>23</i>
<i>Bookmarking an Exercise .....</i>	<i>23</i>

Adding a Bookmark .....	23
Removing a Bookmark .....	23
<b>Adding Exercises (Advanced Module Only) .....</b>	<b>23</b>
Selecting the Exercise Search Criteria (Advanced Module Only).....	25
Adding Exercise Pictures (Advanced Module Only).....	26
Creating a New Exercise Picture (Advanced Module Only) .....	26
Importing an Exercise Picture (Advanced Module Only) .....	28
<b>Using an Existing Exercise to Add a New Exercise (Advanced Module Only).....</b>	<b>28</b>
<b>Editing Exercises (Advanced Module Only).....</b>	<b>30</b>
Modifying an Exercise Picture (Advanced Module Only) .....	31
Deleting a Portion of an Exercise Picture .....	32
<b>Using BioEx Systems to Customize Exercise Expert.....</b>	<b>32</b>

## **Chapter 4.....**

<b>Protocols .....</b>	<b>33</b>
<b>Searching for a Protocol.....</b>	<b>33</b>
<b>Adding a Protocol to an Exercise Program .....</b>	<b>34</b>
<b>Creating a Protocol.....</b>	<b>34</b>
<b>Editing a Protocol .....</b>	<b>36</b>
Editing an Exercise in a Protocol.....	37
<b>Deleting a Protocol.....</b>	<b>38</b>

## **Chapter 5.....**

<b>Administrator Activities .....</b>	<b>40</b>
<b>Backing Up Your Data.....</b>	<b>40</b>
<b>Restoring Your Data .....</b>	<b>40</b>
<b>Maintaining Staff.....</b>	<b>40</b>
Adding a Staff Member .....	41
Editing a Staff Member.....	41
Deleting a Staff Member.....	42
<b>Maintaining Lists .....</b>	<b>42</b>
Adding a New List .....	42
Editing an Existing List .....	43
Adding List Items .....	43
Editing List Items.....	44
Deleting List Items.....	44
<b>Maintaining Custom Search Tabs (Advanced Module Only) .....</b>	<b>44</b>
Adding a Custom Tab (Advanced Module Only).....	44
Deleting a Custom Tab (Advanced Module Only) .....	48
<b>Activity Log.....</b>	<b>48</b>
<b>Archiving and Restoring Client History.....</b>	<b>48</b>
Archiving Client Histories .....	48
Restoring Client Histories.....	48

<i>Restoring Exercises</i> .....	49
<i>Restoring Protocols</i> .....	49
<i>Setting Default Exercise Settings</i> .....	50
 <b>Chapter 6.....</b>	 <b>52</b>
<i>Settings</i> .....	52
<i>Defining General Program Settings</i> .....	52
Translating (Spanish Module Only).....	53
Specifying a Password for a New User.....	54
<i>Defining Default Printing Options</i> .....	54
<i>Stock Comments</i> .....	55
Adding Stock Comments .....	56
Editing Stock Comments .....	56
Deleting Stock Comments .....	56
<i>Setting the Default Pyramid Settings</i> .....	57
<i>Entering Default Facility Information</i> .....	57
Adding Faculty Logos.....	58
Selecting the Default Faculty Logo .....	59
Deleting Faculty Logos.....	59
<i>Configuring Your Email Settings</i> .....	60
<i>Defining Security Settings</i> .....	61
 <b>Chapter 7.....</b>	 <b>62</b>
<i>Reports</i> .....	62
<i>Client Reports</i> .....	62
Quickly Printing an Exercise Worksheet.....	64
<i>Administrator Reports</i> .....	64
Printing Client History Report .....	64
Printing a Protocol Summary Report.....	65
Printing a Exercise Summary Report.....	66
Printing the Exercise/Topic Frequency Report.....	67
 <b>Chapter 8.....</b>	 <b>68</b>
<i>Frequently Asked Questions (FAQs)</i> .....	68
<i>General FAQs</i> .....	68
<i>Searching FAQs</i> .....	69
<i>Exercises FAQs</i> .....	69
<i>Printing FAQs</i> .....	71
<i>Protocols FAQs</i> .....	72
 <b>Appendix A .....</b>	 <b>73</b>

<i>Non-Conforming Exercises</i> .....	<b>73</b>
<i>AAROM</i> .....	<b>73</b>
<i>AROM</i> .....	<b>73</b>
<i>Isometric</i> .....	<b>74</b>
<i>Resist</i> .....	<b>74</b>
<i>Stretch</i> .....	<b>75</b>
<i>Glossary</i> .....	<b>76</b>
<i>Index</i> .....	<b>81</b>

Please see <http://www.BioExSystems.com/license.htm> for program license information.

# Chapter 1

## Getting Started

---

### Overview

Creating home exercise programs for the clients often requires lots of searching, cutting, pasting, and copying exercises – over and over and over again. Exercise Expert 5 contains over 3,200 exercises and many predefined protocols to help to quickly create clear, concise, and professionally illustrated home exercise programs for the clients. Each exercise has professional illustrations to help the clients correctly perform the exercises by selecting weights, tubing, canes, balls, and many more devices to further customize each exercise. Increasing picture and text size for the clients with poor eyesight is also an important option that Exercise Expert 5 provides. Exercise Expert 5 is a full database of exercises, which is designed for physical therapists and athletic trainers. Separate add-on modules extend and customize the functionality of Exercise Expert 5 by adding the exercises only the exercises you need. Available add-on modules include

- Stretch
- Elastic
- Ball
- Power/Agility
- Stabilization
- Active
- Yoga
- Func. Reaching
- Func. Jumping
- Pilates
- Aquatics

The add-on Advanced Features module gives the added functionality to copy, edit, and add exercises.

---



**Note:** Depending on the version, some help topics might not apply.

---

## What's New in Version 5

Exercise Expert 5 contains many upgrades in functionality and content. Now, it's easier than ever to create professional exercise programs for the clients.

### Expanded Searches

Searches are categorized in tabs to make things easier. Exercise Expert 5 contains more search methods than ever before, including:

- A Boolean style search is now offered, which allows for a search through the program by typing in keywords that provide all topics related to those keywords.
- Client Search Tab will now show clients for a specified date range.
- All tabs have an undo feature to reset the search criteria to the previous search.
- Functional Exercise Tabs have been added.

### Increased Content

Functional exercises and more educational topics have been added. Exercise Expert 5 now contains over 3,200 exercises, including Pilates, Yoga, Power and Agility, and Aquatics.

### Customize the Work Environment

The Exercise Expert 5 can now be customized for the work environment that matches the work and the client's requirements.

### Printing and Reports

A Print window gives many options for printing the client exercise programs, including:

- Print exercises by numbers, anatomical names, or common names.
- Support PDF format for printing and saving that version to specified directory.
- Show the **Print** dialog box when printing, which is in the **Print/Settings** dialog boxes.
- Print sub lines on workout grids, which is in the **Print/Settings** dialog boxes.
- A comment box is available to be automatically added when printing reports.
- An option to not print the signature line is available.
- Although it is not recommended, report margins can now be changed to specifications.
- The **Print** screen will now stay open after printing in case there is a need to reprint the report or print a new report.
- Not saving the printed report is now available.
- Frequently used exercises can now be added to the reports.
- The workout grid and blank workout grid can now be printed.
- The printed exercises can now be converted to aquatics.

### New Workout Grid

- New workout grid features have been added, including:
- Target heart rate was added.
- Printed exercise programs can include pyramid exercise information.

- New Cover Page reports give you a professional looking cover page for a packet of reports.
- Add a facility logo.
- Client Name is now one field.

## **Security Settings**

The **Security** tab was added to the **General Program** settings. A user can now be added and maintained on this tab, which requires user login each time that user is opening the program. Exercise Expert 5 will also close automatically after a specified amount of time.

## **Other**

The following other options have been added:

- Enhanced security settings
- Internet settings for email
- Improved picture editor
- Maintenance of exercise order in patient history
- Auto Backup
- Target heart rate calculator
- Functional Jumping and Functional Movement tabs
- Ability to add exercises to the favorites

# **Hardware and Software Requirements**

## **Hardware**

- Pentium computer with 100 megabytes of free hard disk space
- Monitor with at least 800 x 600 resolution
- Laser or ink jet printer

## **Software**

- Windows 2000/XP/2003/Vista

# **Contacting Technical Support**

Contact BioEx Systems, Inc. for technical support. A response will be sent within one business day.

**BioEx Systems, Inc.**

P.O. Box 926

Smithville, TX 78757

**support@bioexsystems.com**

1-800-750-2756 (Mon.-Fri. 9:00 a.m. to 5:00 p.m. CST)

# Chapter 2

## Client Exercise Programs

---

### Searching for Exercises

The different tabs on the main Exercise Expert 5 window give different ways to search for exercises.

1. Click a search tab to narrow the search criteria.
2. Place checkmarks in the checkboxes next to the search criteria to use.
3. Click **Search**.

Tab	Search Criteria
Body Area	Body Area, Specialized, Exercise Type, and Exercise With
Muscle Category	Muscle Category, Specialized, Exercise Type, and Exercise With
Muscle Group	Body Muscle Groups, Specialized, Exercise Type, and Exercise With
Muscles	Muscle, Specialized, Exercise Type, and Exercise With
Move & Pros	Body Area, Exercise Type, Position, Movement, and Exercise With
Visual Body	Visual Body Picture, Specialized, Exercise Type, and Exercise With
Aquatics (Aquatic Module Only)	Body Area, Specialized, Exercise Type, Position, Movement, and Exercise With
Pilates (Pilates Module Only)	Body Area, Specialized, Exercise Type, Movement, and Exercise With
Power/Agility (Power/Agility Module Only)	Body Area, Exercise Type, Position, Movement, and Exercise With
Yoga (Yoga Module Only)	Body Area, Specialized, Exercise Type, Position, Movement, and Exercise With
Active (Active Module Only)	Body Area, Specialized, Pediatric Type, and Exercise With

<b>Tab</b>	<b>Search Criteria</b>
Stabilization (Stabilization Module Only)	Body Area, Exercise Type, Position, Pilates Level, Movement, and Exercise With
Stretch (Stretch Module Only)	Body Area, Position, Movement, and Exercise With
Elastic (Elastic Module Only)	Body Area, Body Muscle Groups, Exercise Type, Position, and Exercise With
More Ball (Ball Module Only)	Body Area, Position, Movement, and Exercise Type
Func. Reaching (Functional Reaching Module Only)	Func. Movement, Action, and Direction
Func. Jumping (Functional Jumping Module Only)	Func. Arm Movement, Direction, and Level
Custom 1/2	Specified Search Criteria
All	Body Area, Specialized, Exercise Type, Position, Movement, and Exercise With
Find	Keywords
Picture	Body Area, Specialized, Exercise Type, Pediatric Type, Position, Yoga Type, Movement, and Exercise With

## Customizing Your Work Environment

Use the **Search Options** icons to customize your work environment.

	<b>Display Print Layout</b> – This layout contains the search criteria tabs on the left side of the screen and the selected exercise pictures on the right side of the screen.
	<b>Display Print List</b> – This layout contains the search criteria tabs on the bottom of the screen and a list of the selected exercise names on the top of the screen. This option doesn't show the exercise pictures in an exercise program format.
	<b>Display Search List</b> – The search results are returned in text format.
	<b>Display Exercise Pictures with Names</b> – The search results are returned in picture and text format. Click Next and Back to scroll through the exercises.
	<b>Display Exercise Pictures without Names</b> – The search results are returned in picture format. Click Next and Back to scroll through the exercises.
	<b>Display Anatomical Names</b> – Exercises are listed by using anatomical names. Some specialty exercises, for example, yoga, do not have anatomical names.
	<b>Display Common Names</b> – Exercises are listed by using common names.

# Creating a Client Exercise Program

Create client exercise programs by searching for and selecting exercises.

1. *Searching for Exercises.*
2. Double-click the exercise in the **Found** list or the picture to add the exercise to the **Selected Exercises** list on the right-hand side of the screen as shown in Figure 1

 **Tip:** Drag and drop the exercise into the **Selected Exercises** list.

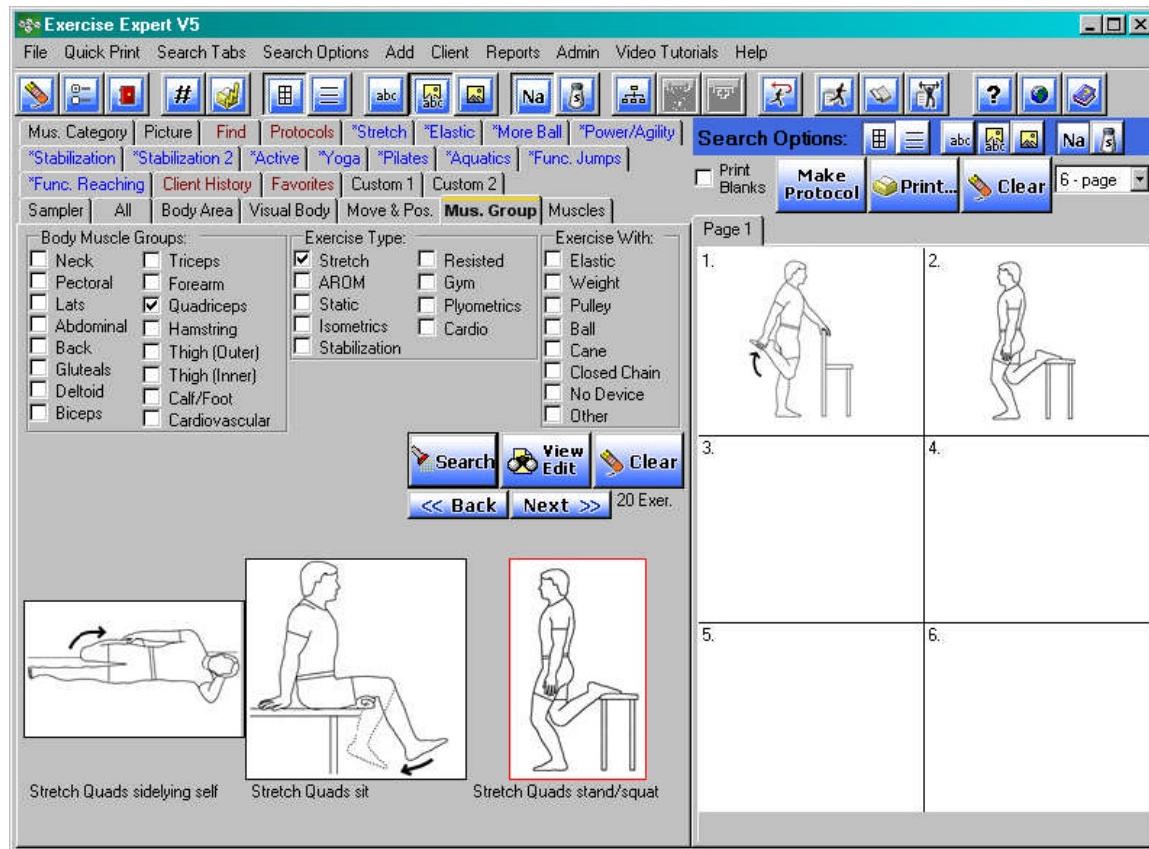


Figure 1 - Main Window with Selected Exercises

3. Right-click the exercise in the **Found** list and select **Bookmark** to bookmark this exercise for later use.

 **Note:** This is optional.

4. Right-click the exercise in the **Found** list or the picture in the **Selected Exercises** list and select **View Edit** to edit the exercise.

 **Note:** This is optional.

5. Right-click the exercise in the **Found** list or the picture in the **Selected Exercises** list and select **Add to Favorites** to add this exercise to the favorites.

---

 **Note:** This is optional. However, this is a good tool to use when selecting the same exercises daily.

---

6. Right-click the picture in the **Selected Exercises** list and select **Warm Up, Work Out, or Cool Down**, which are automatically added as a **Work Out**.

 **Note:** This is optional.

---

7. Right-click the picture in the **Selected Exercises** list and select **Move Up** or **Move Down** to reorder the exercises for printing.
8. Right-click the picture in the **Selected Exercises** list and select **Remove** to delete the exercise from the program.

 **Tip:** Click **Clear** or **File»Clear** to clear the search results and **Selected Exercises** list on each tab. Printing an exercise program also clears the search results and **Selected Exercises** list on each tab.

---

9. Click **Print** to print the exercise program or click **Make Protocol** to save the exercise program as a protocol.
10. Enter the **Use Information** if required (**Error! Reference source not found.**)



Figure 2 - Use Information dialog box

5. Click **Print** from the **Printing Information** dialog box or click **OK** from the **Add New Protocol** dialog box

## Printing a Client Exercise Program or Protocol

Print an entire protocol or individual exercises from a protocol.

1. *Creating a Client Exercise Program* or *Creating a Protocol*.
2. Click **Print** as seen in Figure 3.

**Printing Information**

Client Name:	<input type="text"/>	* Language:	English																																																											
Client Comment:	<input type="text"/>																																																													
Take breaths during exercises.			<b>Target Heart Rate</b>																																																											
Daily Notes:			<b>Stock Comments</b>																																																											
<b>Exercise Program Reports:</b> <input checked="" type="radio"/> 1 per page w/ instructions <input checked="" type="radio"/> 6 per page w/ instructions <input type="radio"/> Aerobics w/o text <input checked="" type="radio"/> 2 per page w/ instructions <input checked="" type="radio"/> 9 per page w/o instructions <input type="radio"/> None <input checked="" type="radio"/> 3 per page w/ instructions <input checked="" type="radio"/> 12 per page w/o instructions <input type="radio"/> <input checked="" type="radio"/> 4 per page w/ instructions <input checked="" type="radio"/> 24 per page w/o instructions <input type="radio"/>			<b>Other Reports:</b> <input checked="" type="checkbox"/> Date Grid <input type="checkbox"/> Workout Grid <input checked="" type="checkbox"/> Chart Copy w/ Pics <input type="checkbox"/> Workout Grid w/BPM <input type="checkbox"/> Chart Copy w/o Pics <input type="checkbox"/> Workout Grid - Blank <input type="checkbox"/> Site Copy <input type="checkbox"/> Cover Page																																																											
<b>Report Options:</b> Pictures: <input checked="" type="radio"/> Left <input type="radio"/> Right <input checked="" type="radio"/> Custom   Logo: <None>																																																														
Exercise Program Text Options: <input type="button" value="Print All Text and Pictures"/> Print Anatomical Name <input type="checkbox"/> Print Common Name <input type="checkbox"/> Print Exercise # <input type="checkbox"/> Print Blanks <input type="checkbox"/> Print Alt/Color Images when Available <input type="checkbox"/> Print w/o Date <input type="checkbox"/> Print w/o Signature   Grid Start: 3/3/2009   Grid Days: 14																																																														
<table border="1"> <thead> <tr> <th>Warm Up (0 Exercises)</th> <th>Workout (3 Exercises)</th> <th>Cool Down (0 Exercises)</th> </tr> </thead> <tbody> <tr> <td>Exercise</td> <td>Sets</td> <td>Reps</td> <td>Rep Units</td> <td>Frequency</td> <td>Weight</td> <td>Weight Units</td> <td>Rest</td> <td>Rest Units</td> <td>Hold</td> <td>Hold Units</td> <td>Rep</td> <td>Freq</td> <td>Rate Units</td> </tr> <tr> <td>Stretch Quads standi</td> <td>1</td> <td>4</td> <td>Repetitions</td> <td>twice a day</td> <td></td> <td></td> <td>30</td> <td>Seconds</td> <td>20</td> <td>Seconds</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Stretch Quads stand/</td> <td>1</td> <td>4</td> <td>Repetitions</td> <td>twice a day</td> <td></td> <td></td> <td>30</td> <td>Seconds</td> <td>20</td> <td>Seconds</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Stretch Quads prone</td> <td>1</td> <td>4</td> <td>Repetitions</td> <td>twice a day</td> <td>Elastic</td> <td></td> <td>30</td> <td>Seconds</td> <td>20</td> <td>Seconds</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table>				Warm Up (0 Exercises)	Workout (3 Exercises)	Cool Down (0 Exercises)	Exercise	Sets	Reps	Rep Units	Frequency	Weight	Weight Units	Rest	Rest Units	Hold	Hold Units	Rep	Freq	Rate Units	Stretch Quads standi	1	4	Repetitions	twice a day			30	Seconds	20	Seconds	0	0		Stretch Quads stand/	1	4	Repetitions	twice a day			30	Seconds	20	Seconds	0	0		Stretch Quads prone	1	4	Repetitions	twice a day	Elastic		30	Seconds	20	Seconds	0	0	
Warm Up (0 Exercises)	Workout (3 Exercises)	Cool Down (0 Exercises)																																																												
Exercise	Sets	Reps	Rep Units	Frequency	Weight	Weight Units	Rest	Rest Units	Hold	Hold Units	Rep	Freq	Rate Units																																																	
Stretch Quads standi	1	4	Repetitions	twice a day			30	Seconds	20	Seconds	0	0																																																		
Stretch Quads stand/	1	4	Repetitions	twice a day			30	Seconds	20	Seconds	0	0																																																		
Stretch Quads prone	1	4	Repetitions	twice a day	Elastic		30	Seconds	20	Seconds	0	0																																																		
<b>Exercise Options:</b> <input type="checkbox"/> Show Print Dialog <input type="checkbox"/> Stay After Printing <input type="checkbox"/> Do Not Save   * = Required 																																																														

**Figure 3 - Printing Information Dialog Box**

3. Enter the client's name or select an existing client from the **Client Name:** drop-down list.
4. Enter the name or select the name from the **Issued By** drop-down list.
5. Select the language (English or Spanish) to print the client exercise program or protocol.

**Note:** If the exercise is edited in English, the Spanish text does not automatically update. The exercise must be edited in the Spanish version, as well. If the Spanish version is not edited, then Exercise Expert 5 uses the default Spanish text.

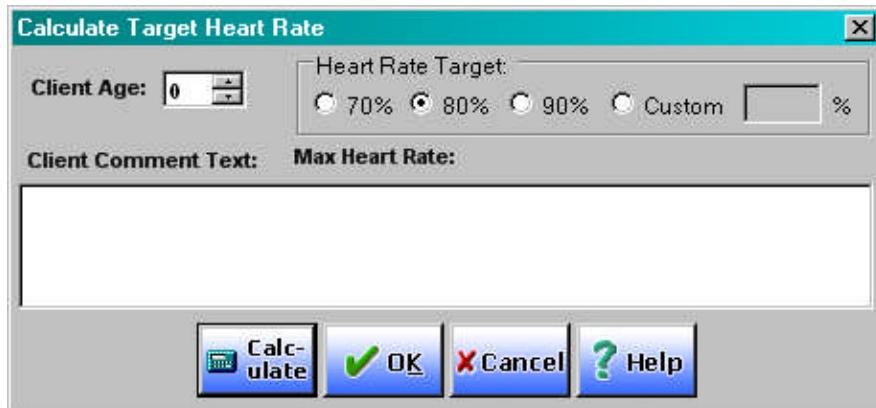
6. Click **Target Heart Rate** to calculate the client's heart rate (Optional) as shown in Figure 4.
  - Enter the client's age.
  - Select the heart rate percentage in the **Heart Rate Target** box.

**Note:** Select Custom to add a specific heart rate percentage not listed.

- Click **Calculate** and ensure that the client's maximum heart rate and comment appears in **Client Comment Text** box.

**Note:** The **Client Comment Text** box allows for editing options.

- Click **OK** to return to the **Printing Information** dialog box.



**Figure 4 - Target Heart Rate Calculator**

7. Click **Stock Comments** to add stock comments to the exercise program to the report.

**Note:** Refer to the *Adding Stock Comments to an Exercise Program* section for more information about adding stock comments to an exercise programs.

8. Click **Time Comments** to show the time use the **Sets**, **Reps**, **Rest**, **Rate**, and **Hold** information as a rough estimate of the time to create the exercise program that can be calculated.
9. Enter any additional comments in the **Daily Notes** box (Optional).
10. Select the **Exercise Program Reports:**, **Other Reports:**, and **Report Options:** to print with the selected report options.

**Note:** Refer to the *Client Reports* section on page 62 for more information about reports.

11. Click the **Warm Up** tab to show the warm up exercises that will be printed for the selected exercise program.
12. Click the **Workout** tab to show the workout exercises that will be printed for the selected exercise program.
13. Click the **Cool Down** tab to show the cool down exercises that will be printed for the selected exercise program.
14. Place a checkmark in the **Show Print Dialog** checkbox to use the print dialog box; otherwise, it will print 1 copy to the default printer.
15. Place a checkmark in the **Stay After Printing** checkbox to ensure that the **Print** screen stays open after printing is completed.
16. Place a checkmark in the **Do Not Save** checkbox to not save the exercise program that was just printed.
17. Click **View Edit** to edit the exercise program or protocol (Optional).

**Note:** Refer to the *Editing Exercises* section on page 30 for more information about editing exercises.

18. Click **Pyramids** to configure the pyramid settings or click **Remove Pyramids** to clear the pyramid selections.

**Note:** Exercises with pyramids show **Pyr** in the set and repetition information. Refer to the *Setting Pyramids* section on page 19 for more information about pyramids.

19. Click **Make Aquatic** to show what the exercise will look like when performed in the water.
20. Click the up arrow or down arrow to move the exercises up or down.
21. Click the following appropriate buttons.
  - **Print** to print the report.
  - **Email** to email the report.
  - **Print Preview** to display a preview of the report.
  - **Export** to export the program to a \*.PDF file.



**Note:** Acrobat Reader is required to open \*.PDF files.

- **Save** to save the exercise program.
  - **Cancel** to cancel the print.
22. Click **Save**.
  23. Click **Print**.

## **Reprinting an Exercise Program for a Client**

Print multiple copies of the client exercise program after it has already been printed.

1. *Searching for Client Histories and Exercise Programs.*
2. Click **Reprint** to open the **Printing Information** dialog box as shown in Figure 3.



**Note:** Exercise Expert allows for the option of modifying the exercise program before reprinting.

3. Enter the client's name or select an existing client from the **Client Name:** drop-down list.
4. Enter the name or select the name from the **Issued By** drop-down list.
5. Select the language (English or Spanish) to print the client exercise program or protocol.

**Note:** If the exercise is edited in English, the Spanish text does not automatically update.



The exercise must be edited in the Spanish version, as well. If the Spanish version is not edited, then Exercise Expert 5 uses the default Spanish text.

6. Select the print options.



**Note:** Refer to the *Printing a Client Exercise Program or Protocol* section for more information about print options.

7. Click **Save**.
8. Click **Print**.

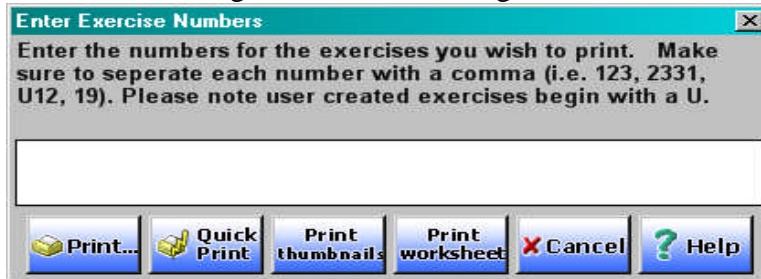
## **Quickly Printing an Exercise Program**

Select **Quick Print»Quick Print Selected Items on Main Screen** from the main menu to quickly print the exercises in the Selected Exercises list. The reports that print are default reports on the **Reports** tab in the **Program Settings** dialog box.

## **Using the Exercise Numbers to Rapidly Create an Exercise Program**

Create an exercise program quickly without searching for all the exercises if the exercise numbers are not known. This option is recommended when there is a preference to circle exercises on paper and print the exercise program later.

1. Select **Quick Print»Rapid Program Generate with Numbers** from the main menu.
2. Enter each exercise number to print separated by a comma (,) in the **Enter Exercise Numbers** dialog box as shown in Figure 5.



**Figure 5 - Rapid Program Generate with Numbers**

3. Click **Quick Print** to print the exercise program, click **Print thumbnails** to print thumbnail pictures of the exercise program, or click **Print worksheet** to quickly print a blank exercise worksheet.

---

**Note:** Use the thumbnail report to create “cheat sheets” for commonly used exercise programs.

---

## **Adding Stock Comments to an Exercise Program**

Add stock comments automatically, which are phrases that can be added to all reports. The stock comments can be added via the print screen or the settings screen.

### **From the Print Information Dialog Box**

1. *Creating a Client Exercise Program* and click **Print** to print the exercise report.
2. Click **Stock Comment**.
3. *Editing Stock Comments* to the current exercise program as shown in Figure 6 or click **Add** to add a new stock comment as shown in Figure 7.

---

**Tip:** Select multiple stock comments

---

### **From the Settings Screen**

1. Select **File»Settings** from the main menu to display the **Program Settings** dialog box.
2. Click the **Reports** tab.
3. Click **Stock Comments**.
4. *Editing Stock Comments* to the current exercise program as shown in Figure 6 or click **Add** to add a new stock comment as shown in Figure 7.

---

**Tip:** Select multiple stock comments.

---

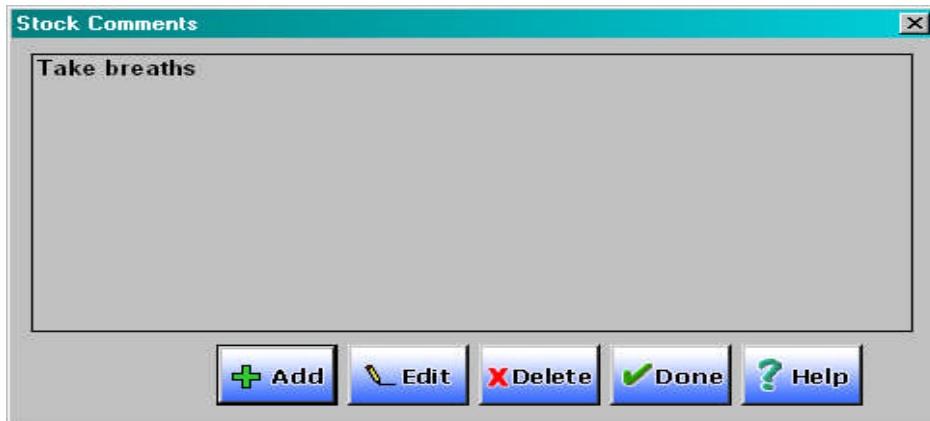


Figure 6 - Stock Comments dialog box

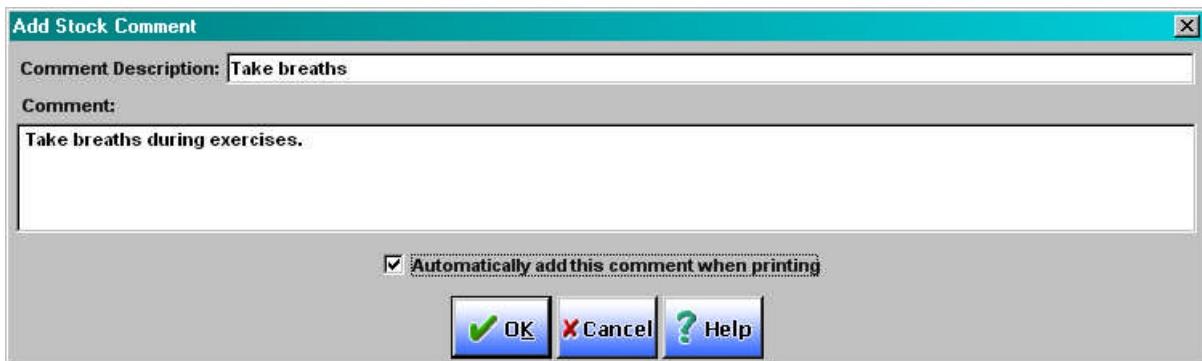


Figure 7 - Adding Stock Comments

### ***Deleting Stock Comments from an Exercise Program***

Delete stock comments from the **Stock Comments** dialog box. The **Stock Comments** dialog box can be found when printing a client exercise program or protocol, education topic, or client report. The stock comments can be added via the print screen or the settings screen.

1. Select the stock comment to delete.
2. Click **Delete**.
3. Click **Yes** to confirm the deletion.



**Tip:** Delete stock comments from an Exercise Program by selecting the comment (s) to be deleted and then press the <Delete> key on the computer keyboard.

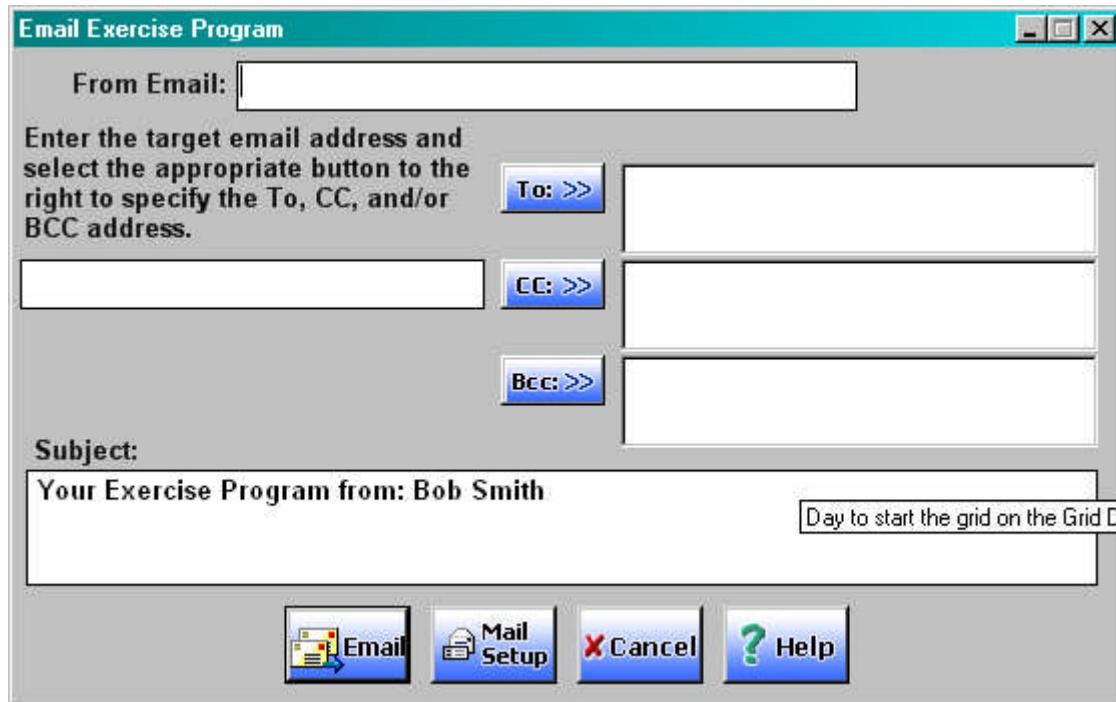
### ***Emailing a Client Exercise Program***

Email the new client exercise program to the client or send a personal copy to a personal email account.



**Note:** Many email providers do not support emailing a program directly from Exercise Expert 5. To get around this problem, Exercise Expert 5 has an export function that can now save the program as a \*.pdf file to manually attach it to an email (such as an Outlook email).

1. *Creating a Client Exercise Program* and click **Print** to print the exercise report.
2. Click **Email** to open the **Email Exercise Program** as shown in Figure 8.



**Figure 8 - Email Exercise Program dialog box**

3. Enter the email address in the **From Email** text box.
4. Enter the email address to send the exercise report.
5. Click **To**, **CC**, or **Bcc**.
6. Repeat step 3 and step 4 for each email address to send the exercise report.
7. Enter a subject line for the email message in the **Subject** box.
8. Click **Email**.

---

**Note:** Click **Mail Setup** to go to the **Internet Settings** tab of the **Program Settings** dialog box. This allows the user to configure the email settings.

---

## Editing an Exercise in a Client Exercise Program

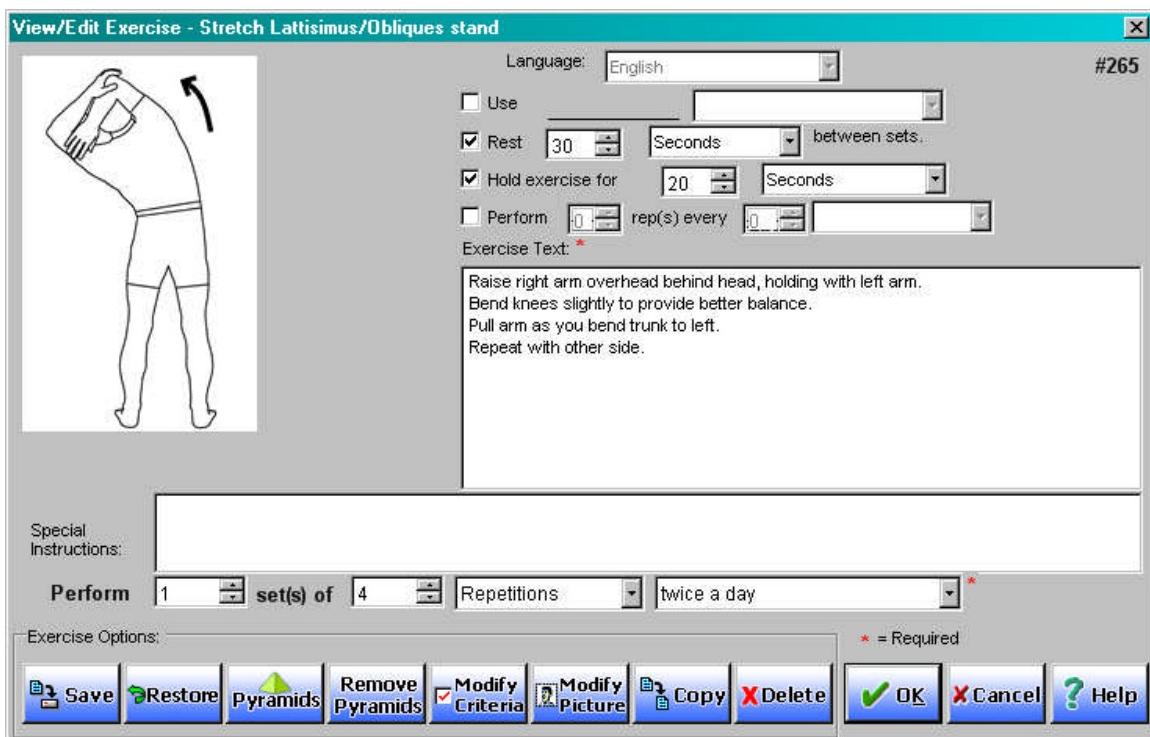
Edit an exercise in a client exercise program. Individualized instructions can be added or customized with the number of sets and/or repetitions.

1. *Creating a Client Exercise Program.*
2. Select the picture to edit from the exercise program list.
3. Click **View Edit** to open the **View/Edit Exercise** dialog box as shown in Figure 9.

---

**Note:** The **View Edit** button appears in the **View/Edit Exercise** dialog box, as well as on the **Print Information** dialog box. If the **View Edit** button is clicked while on the **Print Information** dialog box, then the exercise program will change and not the protocol.

---



**Figure 9 - View/Edit Exercise dialog box**

4. Select or enter the following **View/Edit Exercise** dialog box options:
  - Select the language to use for the exercises from the **Language** drop-down list.
  - Place a checkmark in the **Use** checkbox and select the equipment to use specific equipment to assist with the exercise.
  - Place a checkmark in the **Rest** checkbox, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.
  - Place a checkmark in the **Hold** exercise for checkbox, enter a number, and select the time increment from the drop-down list to show how much the exercise should be held before moving on.
  - Place a checkmark in the **Perform** checkbox, enter the number of reps, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.
  - Enter exercise instructions for the client to follow in the **Exercise Text:** box.



**Note:** The **Exercise Text:** box is a required option

- Enter any special instructions for these exercises to be printed on to the report in the **Special Instructions:** box.
- Place a checkmark in the **Perform** checkbox, enter the number of sets, select if the exercise is performed in repetitions or minutes from the drop-down list, and select the times of day or week this exercise is performed from the drop-down list.



**Note:** This **Perform** checkbox is located under the **Special Instructions:** box.

- Click the following **Exercise Options**:
  - Click **Save** to change only the exercise program that is printing.
  - Click **Restore** to reset the parameters to the default settings.
  - Click **Pyramids** to *Setting Pyramids* or click **Remove Pyramids** to delete the pyramids that were configured.
  - Click **Modify Picture** to modify the exercise picture.

 **Tip:** Any modifications made to the exercise picture only affect the exercise in the protocol.

- Click **Modify Criteria** to modify the search criteria. \

 **Tip:** Any modifications made to the search criteria only affect the exercise in the protocol.

- Click **Copy** to copy this modified exercise to a new exercise program.
    - Enter the **Exercise Name**: from the **Enter Name for New Exercise** dialog box.
    - Enter the **Common Name**: from the **Enter Name for New Exercise** dialog box.
    - Click **OK**.
  - Click **Delete** to delete this exercise from the client exercise program.
  - Click **OK** to change only the exercise program that is printing.
5. Click **Save**.

## Setting Pyramids

Set up pyramids for any exercise in the workout section of an exercise program.

However, pyramids are not available for the warm up and cool down sections. Exercises with pyramids show Pyr in the set and rep information on the **Printing Information** dialog box. To remove pyramid settings, select the exercise and click **Remove Pyramids**.

 **Note:** The **Pyramids** button appears in the **View/Edit Exercise**, as well as on the **Print** screen.

1. *Searching for Exercises* and then select the exercise or the picture to set pyramids.
2. Click **Pyramids** to open the **Exercise Pyramids** dialog box as shown in Figure 10.
3. Enter the total number of sets in the pyramid.
4. Enter the maximum number of repetitions.
5. Enter the maximum weight (if applicable).
6. Select whether the number of repetitions will increase, decrease, or stay constant at each level in the pyramid.
7. Select the percent change in the number of repetitions for each set along the pyramid.
8. Enter or select whether the weight will increase, decrease, or stay constant at each level in the pyramid.
9. Enter or select the percent change in weight for each set in the pyramid.
10. Click **Re-Calculate**.
11. Click **OK**.

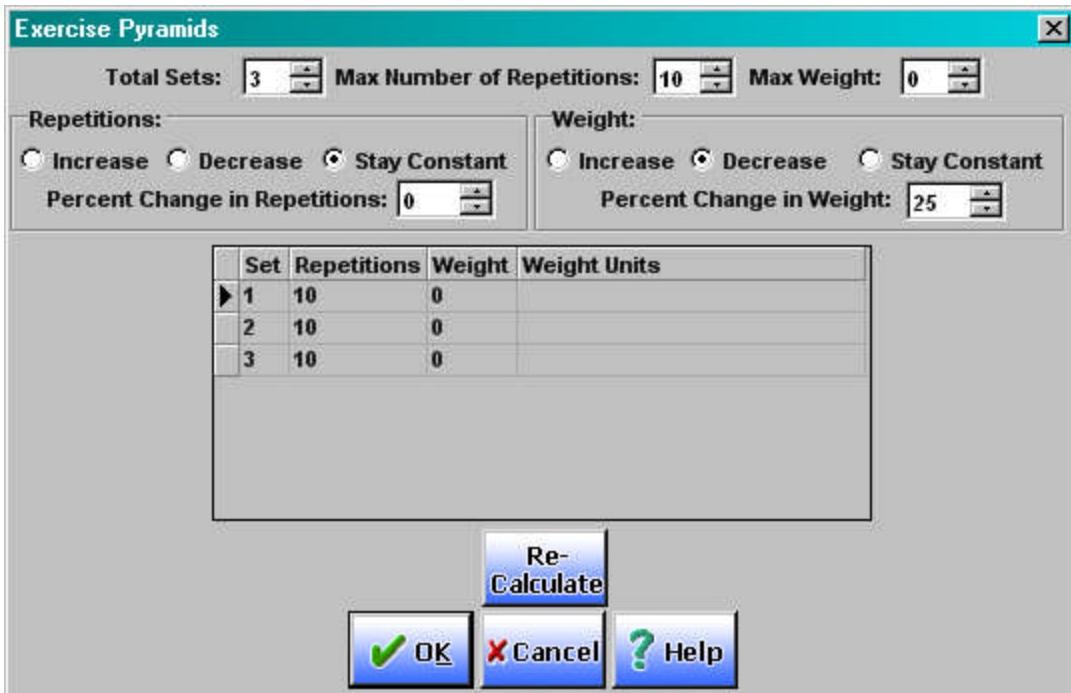


Figure 10 - Exercise Pyramids dialog box

## Saving a Client Exercise Program

Save a client exercise program to be used multiple times.

1. *Searching for Exercises and Creating a Client Exercise Program.*
2. Click **Print**.
3. Enter the client's name or select an existing client from the **Client Name:** drop-down list.
4. Enter the name or select the name from the **Issued By** drop-down list.
5. Select the language (English or Spanish) to print the client exercise program or protocol.

---

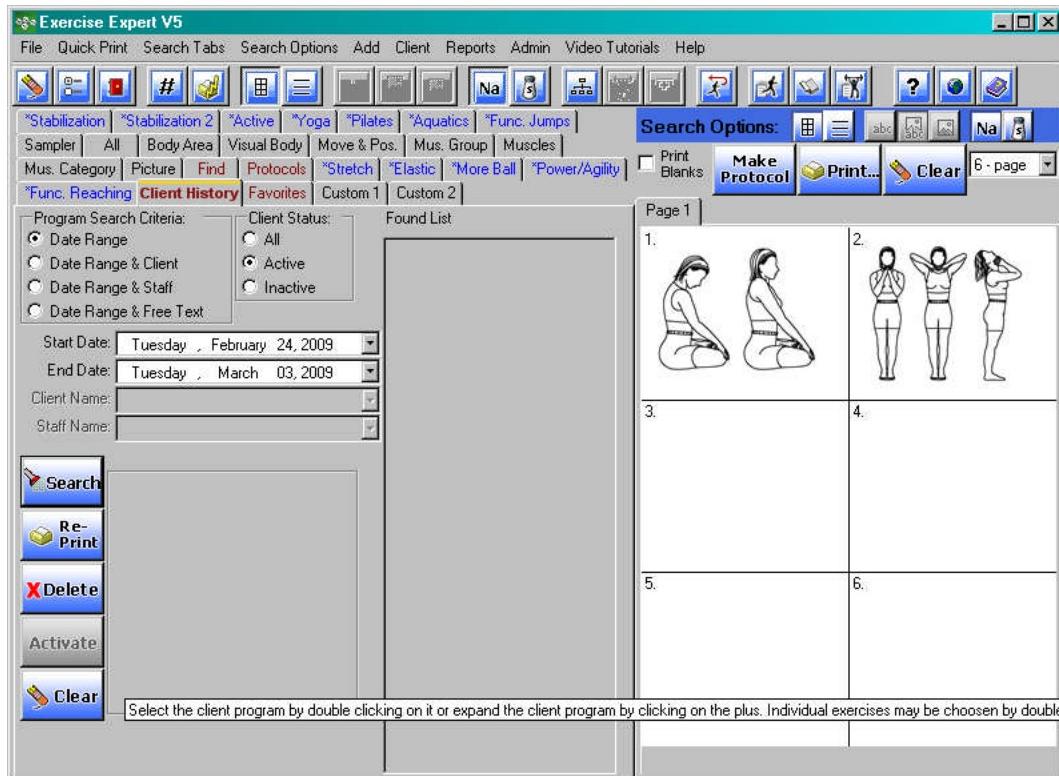
**Note:** If the exercise is edited in English, the Spanish text does not automatically update. The exercise must be edited in the Spanish version, as well. If the Spanish version is not edited, then Exercise Expert 5 uses the default Spanish text.

---

6. Select the *Printing a Client Exercise Program or Protocols*.
7. Click **Save**.

## Searching for Client Histories and Exercise Programs

Use the **Client History** tab as shown in Figure 11 to search for client histories and exercise programs and then select different search criteria to increase or narrow the search.



**Figure 11 - Client History tab**

1. Select **Client History** tab.
2. Select **Date Range**, **Date Range & Client**, **Date Range & Staff**, or **Date Range & Free Text** in the **Program Search Criteria:** box.

 **Note:** The default date range is the previous seven days.

- 
3. Select **All**, **Active**, or **Inactive** in the **Client Status:** box.

 **Tip:** Reactivate or Deactivate clients to reduce the size of the database, minimize search times, and create a backup of the data.

---

4. Select the start and end date for the search range.
5. Select a client in the **Client Name:** drop-down list to narrow the search criteria to a single client if **Date Range & Client** was selected in step 1.

 **Note:** Client names will only be shown that have a saved exercise program within the selected date range.

---

6. Select a staff member in the **Staff Name:** drop-down list to narrow the search criteria to a single staff member if **Date Range & Staff** was selected in step 1.
7. Click **Search** to display the search results in the **Found List** by client, date, and staff member.
8. Double-click the exercise program to add the entire program to the current exercise program.

 **Note:** Modified exercises in previous exercises programs keep the modified settings when the exercise is added to the current exercise program.

---

9. Click the + next to the exercise program to expand it and then double-click the individual exercises to add to the current program.

### ***Deleting a Client Exercise Program***

Delete a client exercise program that has already been created and saved in Exercise Expert 5.

1. Select the **Client History** tab.
2. Search for and select the client history for the exercise program to delete.
3. Click **Delete**.
4. Click **Yes** to confirm the deletion.

### ***Deactivating and Reactivating Clients***

Deactivate inactive clients to remove those clients from the searches. At anytime, deactivated clients can be reactivated again. Therefore, the client's previous exercise program history is not lost.

#### **Deactivating Clients**

1. Search for the client to deactivate.
2. Select the client to deactivate in the **Found List**.
3. Click **Deactivate**.

#### **Reactivating Clients**

1. Search for the client to activate.
2. Select the client to activate in the **Found List**.
1. Click **Activate**.

# Chapter 3

## Exercises

---

### Exercise Naming Conventions

The majority of the exercises in Exercise Pro are listed as exercise type/body area/motion/number of limbs/position/exercise device. Some exercise names are shortened, because the naming convention above is too long or too confusing due to multiple joints that are performing with multiple movements. If a part of the convention does not apply, that part is eliminated from the name. Common names might follow in parenthesis. Refer to the Glossary for terms and definitions.

### Bookmarking an Exercise

Add a bookmark to the exercises that appear at the top of the search return list or removed the bookmark.

#### **Adding a Bookmark**

1. *Searching for Exercises* for and select the exercise in the search return list.
2. Right-click either the exercise from the **Found** list or the picture from the Selected Exercise list and then select **Bookmark** to move the exercise to the top of the search return list, which is prepended with \*.

#### **Removing a Bookmark**

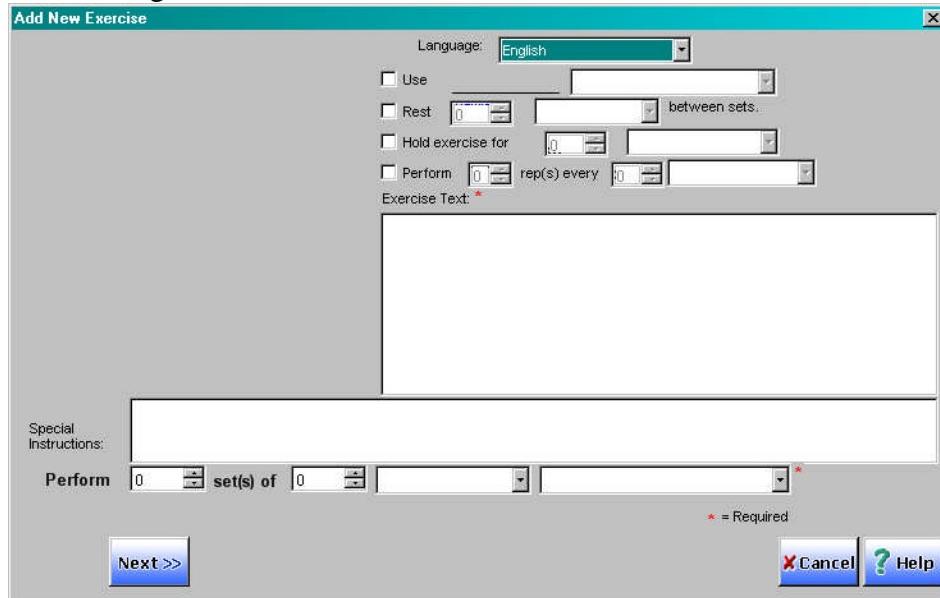
1. *Searching for Exercises* for and select the exercise in the search return list.
2. Right-click either the exercise from the **Found** list or the picture from the Selected Exercise list and then select **Bookmark** to move the exercise to the top of the search return list, which is prepended with \*.

### Adding Exercises (Advanced Module Only)

Add personal exercises not already in Exercise Expert 5.

1. Select **Add»New Exercise** from the main menu.

- Select **OK** to show that contacting BioEx Systems, Inc. is the recommended way to add a personal exercise and continue to the **Add New Exercise** dialog box as shown in Figure 12.



**Figure 12 - Add New Exercise dialog box**

- Select the language to be used for this new exercise from the **Language** drop-down list.
- Place a checkmark in the **Use** checkbox and select the equipment from the drop-down list if the client uses any equipment with the exercise that is added.
- Place a checkmark in the **Rest** checkbox, enter a number, and select the time increment from the drop-down list if the client should rest between sets.
- Place a checkmark in the **Hold** exercise for checkbox, enter a number, and select the time increment from the drop-down list if the client should hold the exercise.
- Place a checkmark in the **Perform** checkbox, enter the number of reps, and select the time increment from the drop-down list.
- Enter the text to appear with the exercise in the **Exercise Text** box.

**Note:** Exercise Expert 5 contains a spell checker. If there is a squiggly red line underneath a word, right-click and select the correct spelling from the shortcut menu.

- Enter any special instructions for the exercise in the **Special Instructions** box.
- Enter the set information.
- Enter the number of sets.
- Enter the number of repetitions or minutes per set.
- Select **Repetitions** or **Minutes** from the drop-down list.
- Select how often the client should perform the sets.
- Click Next to Selecting the Exercise Search Criteria (Advanced Module Only).**

**Note:** If there is an existing similar exercise, copy and rename the existing exercise to use as a starting point for the new exercise. Refer to the *Using an Existing Exercise to Add a New Exercise* section on page 28 for more information about copying exercises.

## Selecting the Exercise Search Criteria (Advanced Module Only)

Add a new exercise by defining the search criteria (refer to Figure 13).

The screenshot shows the 'Exercise Criteria' dialog box. At the top are two required fields: 'Exercise Name:' and 'Common Name:'. Below these are several sections of checkboxes:

- Search Criteria:** Includes 'Body Area' (e.g., Face/TMJ, Cervical, Thoracic, Lumbar, Abdominal, Sacroiliac, Hip, Knee, Ankle/Foot, Shoulder, Elbow/Wrist, Hand, All Body), 'Body Muscle Groups' (e.g., Neck, Pectoral, Rhomboid/Traps, Lats, Abdominal, Back, Gluteals, Deltoid, Biceps, Triceps, Forearm, Quadriceps, Hamstring, Thigh (Outer), Thigh (Inner), Calf/Foot, Cardiovascular), 'Specialized' (e.g., Neurology, SCI, Balance, Cardiopulm, Pregnancy, Incontinence, Amp.-Upper, Amp.-Lower, Aqua-Shallow, Aqua-Deep, Geriatrics, Pedi-Infant, Pedi-Child, Pilates, Yoga, Power/Agility), 'Exercise Type' (e.g., Stretch, PROM, AAROM, Mobilization, AROM, Static, Isometrics, Stabilization, Resisted, Gym, Plyometrics, Cardio, Dynamic), 'Position' (e.g., Standing, Sitting, Kneeling, Sidelying, Supine, Prone), 'Exercise With' (e.g., Elastic, Weight, Pulley, Ball, Putty, Cane), 'Yoga Type' (e.g., Inversion, Twists, Arm Bal., BK. Bnd, For. Bnd), 'Pilates Level' (e.g., Beginner, Intermediate, Advanced), 'Pediatric Type' (e.g., ADL, Motor Dev., Sensory, AROM, Resisted, Stabilize, Isometric, Stretch, PROM, Skills/Func, Positioning), 'Muscles' (e.g., Abd digit minimi, Abd pollicis brevis, Abd pollicis longus, Add brevis, Add longus, Add magnus, Add pollicis, Anconeus, Anterior neck, Biceps, Biceps femoris, Brachialis), 'Func. Movement' (e.g., Single Leg to Single Leg, Single Leg to Double Leg, Double Leg to Double Leg), 'Action' (e.g., Jumping, Hopping, Lunging, Twist), 'Direction' (e.g., Forward, 45 Degrees, Sideways, Backwards), 'Level' (e.g., Eye, Shoulder, Hip, Ankle, Knee).
- Custom Search Criteria:** A large empty text area.
- Buttons:** 'Add', 'Delete', '<< Back', 'Next >>', 'Help'.
- Required Mark:** An asterisk (\*) is placed next to the 'Exercise Name:' and 'Common Name:' fields.

Figure 13 - Selecting the Exercise Search Criteria

1. *Adding Exercises (Advanced Module Only).*
2. Enter the technical name for the exercise in the **Exercise Name** box.
3. Enter the common name for the exercise in the **Common Name** box.
4. Select the applicable search criteria; however, it is not mandatory to select criteria from each type of list.
5. Place a checkmark in the checkbox for the areas of the body to appear in the search results in the **Body Area** list.
6. Place a checkmark in the checkbox for the muscle groups to appear in the search results in the **Body Muscle Groups** list.
7. Place a checkmark in the checkbox for any areas of specialization to appear in the search results in the **Specialized** list.
8. Place a checkmark in the checkbox for any types of exercises to appear in the search results in the **Exercise Type** list.
9. Place a checkmark in the checkbox for any types of pediatric exercises to appear in the search results in the **Pediatric Type** list.
10. Place a checkmark in the checkbox for any body positions to appear in the search results in the **Position** list.
11. Place a checkmark in the checkbox for the types of yoga postures to appear in the search results in the **Yoga Type** list.
12. Place a checkmark in the checkbox for the pilates levels to appear in the search results in the **Pilates Level** list.

13. Place a checkmark in the checkbox for the types of movement to appear in the search results in the **Movement** list.
14. Place a checkmark in the checkbox for any equipment to be used to appear in the search results in the **Exercise With**.
15. Place a checkmark in the checkbox for the types of functional movements to appear in the search results in the **Func. Movement** list.
16. Place a checkmark in the checkbox for the exercise actions to appear in the search results in the **Action** list.
17. Place a checkmark in the checkbox for the exercise direction to appear in the search results in the **Direction** list.
18. Place a checkmark in the checkbox for the exercise level to appear in the search results in the **Level** list.
19. Place a checkmark in the checkbox for the types of functional arm movements to appear in the search results in the **Func. Arm Movement** list.
20. Place a checkmark in the checkbox for the muscles to appear in the search results in the **Muscle** list.
21. Place a checkmark in the checkbox for any custom search criteria to appear in the search results in the **Custom Search Criteria** list.
22. Click **Add** to add new custom search criteria, enter the custom search criteria name, and click **OK**.
23. Select the search criteria to delete from the **Custom Search Criteria** list, click **Delete**, and click **OK** to confirm the deletion.
24. Place a checkmark in the **Both Specialized & Regular** checkbox to show the exercises in regular and specialized searches.

---

 **Note:** The exercise will only appear in specialized searches if the checkbox is unselected and the specialized categories are selected.

---

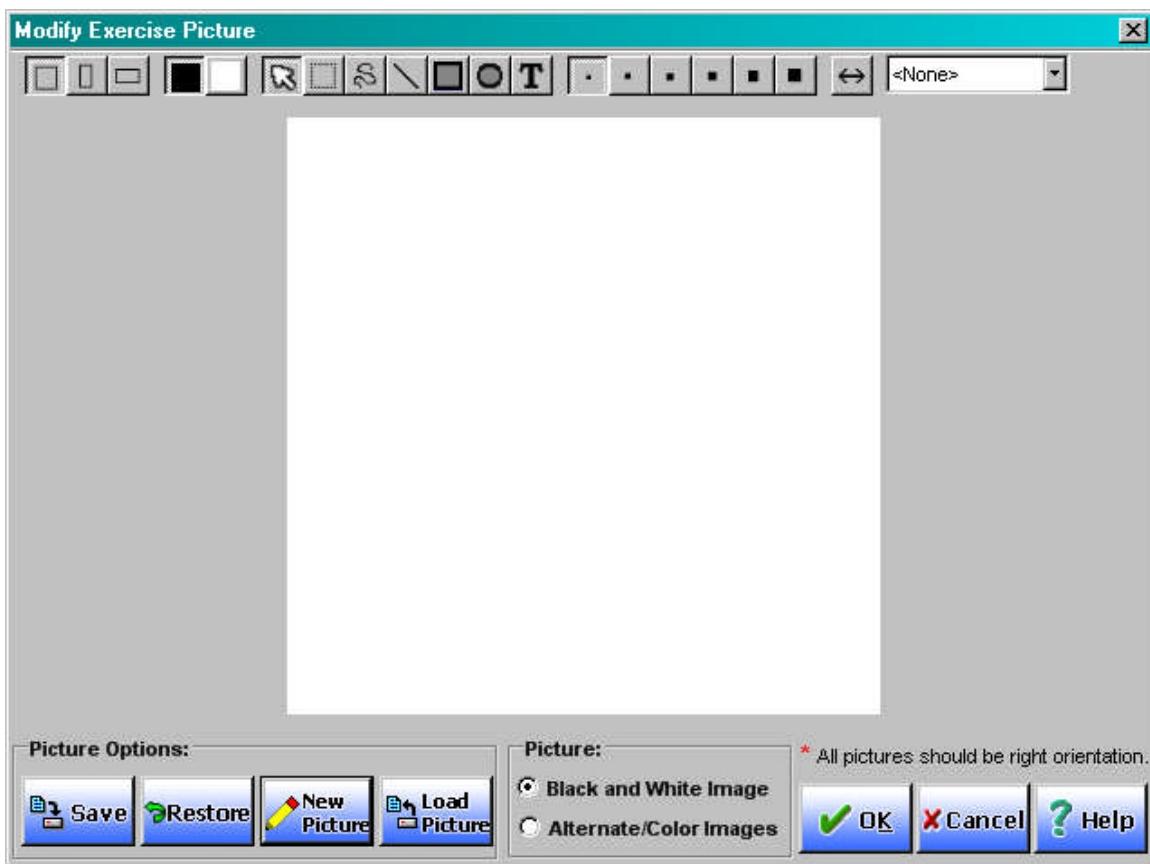
25. Click **Next** to *Adding Exercise Pictures (Advanced Module Only)*.

### ***Adding Exercise Pictures (Advanced Module Only)***

Add an exercise picture to Exercise Expert 5 by *Adding Exercises (Advanced Module Only)*, *Importing an Exercise Picture (Advanced Module Only)*, or *Creating a New Exercise Picture (Advanced Module Only)*. Contacting Technical Support to create the exercise picture so that it matches the default Exercise Expert 5 exercises.

### ***Creating a New Exercise Picture (Advanced Module Only)***

Create a new exercise picture not already in Exercise Expert 5, which contains a very basic draw utility and a library of stock body parts. The draw utility works like most basic draw programs. Pictures can be created when *Adding Exercises (Advanced Module Only)* or through the **View/Edit Exercise** dialog box.



**Figure 14 - Adding New Exercise Pictures**

1. *Adding Exercises* (Advanced Module Only) or *Searching for Exercises* and click **View Edit**.



**Note:** Right-click and select **View Edit** from the shortcut menu.

2. Click **Modify Picture** and then click **New Picture** to create a new exercise picture.
3. Click **Yes** to create a new picture or click **No** if still using the same picture.
4. Select and click the picture options:
  - Click **Save** to save the picture, which is required before clicking **OK**.
  - Click **Restore** to go back to the default exercise picture.
  - Click **Load Picture** to import an exercise picture.
  - Select **Black and White Image** to show the picture in only black and white coloring.
  - Select **Alternate/Color Images** to split the screen in to two different images and to show the imported images in color.
5. Modify the exercise picture by using the drawing options at the top of the **Modify Exercise Picture** dialog box.
6. Select the stock body part graphics.
7. Click **OK**.

## Using the Stock Body Part Graphics (Advanced Module Only)

Use the stock body part graphics to create user's own exercise pictures. Using stock body parts help maintain consistency between default Exercise Expert 5 pictures and pictures that are added.

1. *Adding Exercises* (Advanced Module Only) or *Searching for Exercises* and click **View Edit**.



**Note:** Right-click and select **View Edit** from the shortcut menu.

2. Click **Modify Picture** and then click **New Picture** to create a new exercise picture.
3. Select the body part from the drop-down list on the top, right side of the **Modify Exercise Picture** dialog box, which will then appear in the left corner of the drawing workspace.



**Note:** The pictures appear in the left corner of the drawing workspace, but the picture can be moved to any position.

4. Right-click the body part graphics and select **Paste** to permanently place the image in the drawing workspace.
5. Repeat steps 2 and 3 for each body part needed to create the exercise picture.
6. Right-click and use the shortcut menu to rotate, flip, or remove each body part.
7. Click **Save** and click **OK**.

## Importing an Exercise Picture (Advanced Module Only)

Import black and white or color pictures. However, the default is black and white.

1. *Adding Exercises* (Advanced Module Only) or *Searching for Exercises* and click **View Edit**.



**Note:** Right-click and select **View Edit** from the shortcut menu.

2. Click **Modify Picture** and then click **Load Picture** to import a black and white picture.
3. Select **Alternate/Color Images** under **Picture** and click **Load Picture** to import a color picture.
4. Browse for the image file to import and click **Open**.



**Note:** Imported graphics must be in \*.jpg or \*.bmp format

5. Click **OK**.

## Using an Existing Exercise to Add a New Exercise (Advanced Module Only)

Add a new exercise that is similar to an existing exercise by copying the existing exercise and using it as a starting point for the new exercise

1. *Searching for Exercises* and select the exercise.

## 2. Click **View Edit**.

 **Note:** The **View Edit** button appears in the **View/Edit Exercise** dialog box, as well as on the **Print Information** dialog box. If the **View Edit** button is clicked while on the **Print Information** dialog box, then the exercise program will change and not the protocol.

3. Select or enter the following **View/Edit Exercise** dialog box options:
  - Select the language to use for the exercises from the **Language** drop-down list.
  - Place a checkmark in the **Use** checkbox and select the equipment to use specific equipment to assist with the exercise.
  - Place a checkmark in the **Rest** checkbox, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.
  - Place a checkmark in the **Hold** exercise for checkbox, enter a number, and select the time increment from the drop-down list to show how much the exercise should be held before moving on.
  - Place a checkmark in the **Perform** checkbox, enter the number of reps, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.
  - Enter exercise instructions for the client to follow in the **Exercise Text:** box.

 **Note:** The **Exercise Text:** box is a required option

- Enter any special instructions for these exercises to be printed on to the report in the **Special Instructions:** box.
- Place a checkmark in the **Perform** checkbox, enter the number of sets, select if the exercise is performed in repetitions or minutes from the drop-down list, and select the times of day or week this exercise is performed from the drop-down list.

 **Note:** This **Perform** checkbox is located under the **Special Instructions:** box.

- Click the following **Exercise Options:**
  - Click **Save** to change only the exercise program that is printing.
  - Click **Restore** to reset the parameters to the default settings.
  - Click **Pyramids** to *Setting Pyramids* or click **Remove Pyramids** to delete the pyramids that were configured.
  - Click **Modify Picture** to modify the exercise picture, which only affects the exercise in the protocol.
  - Click **Modify Criteria** to modify the search criteria, which only affects the exercise in the protocol.
  - Click **Copy** to copy this modified exercise to a new exercise program.
    - Enter the **Exercise Name:** from the **Enter Name for New Exercise** dialog box.
    - Enter the **Common Name:** from the **Enter Name for New Exercise** dialog box.
    - Click **OK**.
  - Click **Delete** to delete this exercise from the client exercise program.
- Click **OK** to change only the exercise program that is printing.

4. Click **Save** and click **OK**.

## Editing Exercises (Advanced Module Only)

Edit an entire protocol within the exercise program, an individual exercise, or a client exercise program. Exercise Expert 5 contains default exercise settings for things, such as sets, repetitions, frequency, etc. for different types of exercises. Many facilities might have standardized exercise settings that differ from the Exercise Pro default settings. Therefore, the default exercise settings can be changed for an entire group of exercises or an individual exercise.

 **Note:** The exercise can be customized within an exercise program, which does not affect the default exercise settings.

1. *Searching for Exercises.*
2. Select the exercise either by selecting the picture or the list item.
3. Click **View Edit**.

 **Note:** The **View Edit** button appears in the **View/Edit Exercise** dialog box, as well as on the **Print Information** dialog box. If the **View Edit** button is clicked while on the **Print Information** dialog box, then the exercise program will change and not the protocol.

4. Select or enter the following **View/Edit Exercise** dialog box options:
  - Select the language to use for the exercises from the **Language** drop-down list.
  - Place a checkmark in the **Use** checkbox and select the equipment to use specific equipment to assist with the exercise.
  - Place a checkmark in the **Rest** checkbox, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.
  - Place a checkmark in the **Hold** exercise for checkbox, enter a number, and select the time increment from the drop-down list to show how much the exercise should be held before moving on.
  - Place a checkmark in the **Perform** checkbox, enter the number of reps, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.
  - Enter exercise instructions for the client to follow in the **Exercise Text:** box.

 **Note:** The **Exercise Text:** box is a required option

- Enter any special instructions for these exercises to be printed on to the report in the **Special Instructions:** box.
- Place a checkmark in the **Perform** checkbox, enter the number of sets, select if the exercise is performed in repetitions or minutes from the drop-down list, and select the times of day or week this exercise is performed from the drop-down list.

 **Note:** This **Perform** checkbox is located under the **Special Instructions:** box.

- Click the following **Exercise Options:**
  - Click **Save** to change only the exercise program that is printing.

- Click **Restore** to reset the parameters to the default settings.
  - Click **Pyramids** to *Setting Pyramids* or click **Remove Pyramids** to delete the pyramids that were configured.
  - Click **Modify Picture** to modify the exercise picture Click **Modify Picture** to modify the exercise picture, which only affects the exercise in the protocol.
  - Click **Modify Criteria** to modify the search criteria, which only affects the exercise in the protocol.
  - Click **Copy** to copy this modified exercise to a new exercise program.
    - Enter the **Exercise Name:** from the **Enter Name for New Exercise** dialog box.
    - Enter the **Common Name:** from the **Enter Name for New Exercise** dialog box.
    - Click **OK**.
  - Click **Delete** to delete this exercise from the client exercise program.
  - Click **OK** to change only the exercise program that is printing.
- 



**Note:** This is a required option before moving away from this dialog box.

---

5. Click **OK**.

### ***Modifying an Exercise Picture (Advanced Module Only)***

Modify exercise pictures. Exercise Expert 5 contains a basic draw utility and a library of stock body parts. The draw utility works like most basic draw programs. BioEx Systems can also be contacted to modify or create exercise pictures.

1. *Adding Exercises* (Advanced Module Only) or *Searching for Exercises* and click **View/Edit Exercise** dialog box.
- 



**Note:** Right-click and select **View Edit** from the shortcut menu.

---

2. Click **Modify Picture** and then click **New Picture** to create a new exercise picture.
  3. Make the modifications to the exercise picture using the drawing options and the stock body parts.
- 



**Note:** Click **Restore** to restore the picture to the default picture.

---

## ***Deleting a Portion of an Exercise Picture***

1. Select the dotted box icon from the toolbar.

---

 **Note:** The stock body part pictures need to be pasted in to the image before being able to delete.

---

2. Draw a box around the portion of the exercise picture to delete.
3. Right-click and select **Delete** from the shortcut menu.

## **Using BioEx Systems to Customize Exercise Expert**

Use BioEx Systems, Inc. to add custom exercises and education topics to Exercise Expert

5. *Contacting Technical Support* to discuss these customization needs.

# Chapter 4

## Protocols

---

Protocols are groups of exercises, which can be selected from default protocols or creating protocols. Consider creating a protocol if frequently searching for and selecting the same exercises.

### Searching for a Protocol

Use the **Protocol** tab to search for protocols. Different search criteria can be selected to increase or narrow the exercise search. The **Found** list displays the protocol search results. The created protocol or individual exercises can be added to an exercise program.

1. Select the **Protocol** tab as shown in Figure 15.
2. Place a checkmark in the exercise checkboxes using the following criteria: Body Area and Specialized.



**Tip:** Click Clear at any time to remove all of the exercises, including the pictures from the search.

- 
3. Click **Search** to see the search results displayed in the **Found** list



**Tip:** Click **Search** without selecting any criteria to see all of the protocols in Exercise Expert 5.

- 
4. Click the + next to the protocol name to see the exercises in the protocol.
  5. Double-click the exercise in the **Found** list or the picture to add the exercise to the **Selected Exercises** list on the right-hand side of the screen.

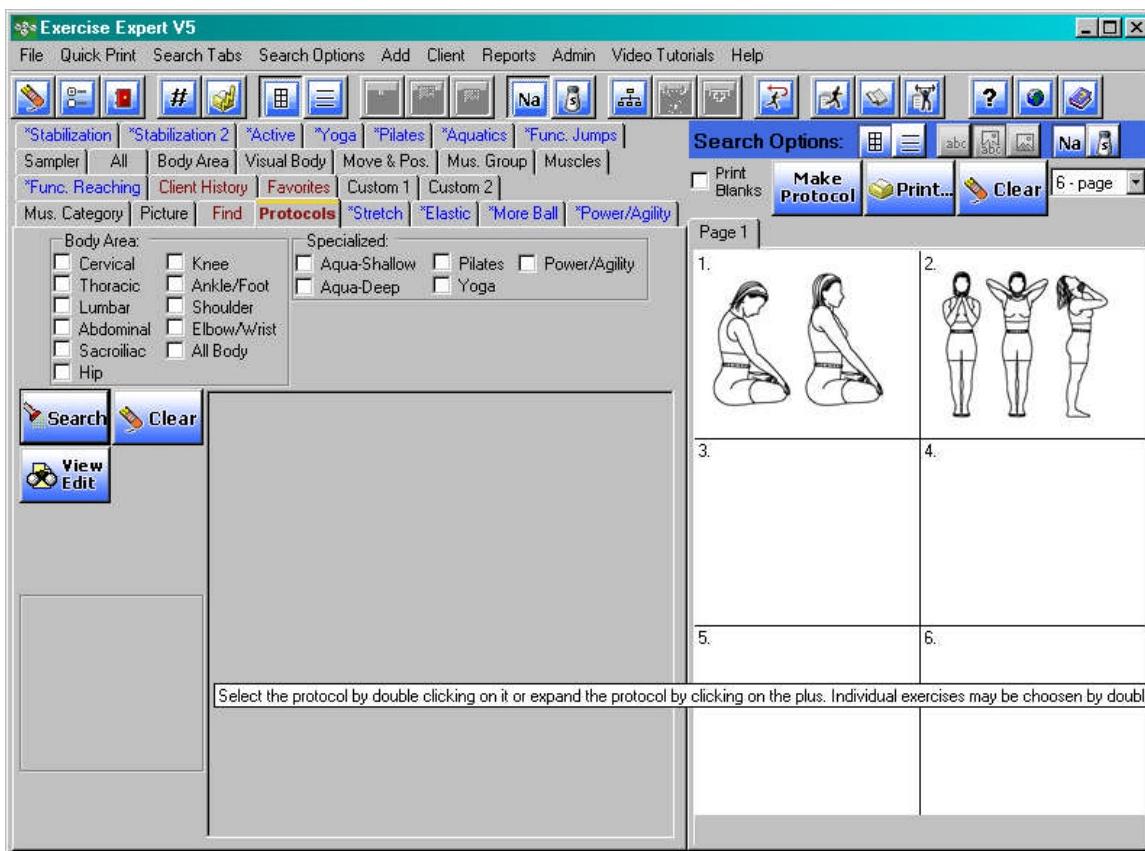


Figure 15 - Protocol tab

## Adding a Protocol to an Exercise Program

Add an entire protocol or individual exercises from a protocol to an exercise program.

### Add an entire protocol

1. *Searching for a Protocol.*
2. Double-click the protocol to add the entire protocol to the current exercise program.

---

**Note:** When an entire protocol is added to an exercise program, the exercises are listed individually in the **Selected Exercises** list.

### Add an individual exercise from a protocol

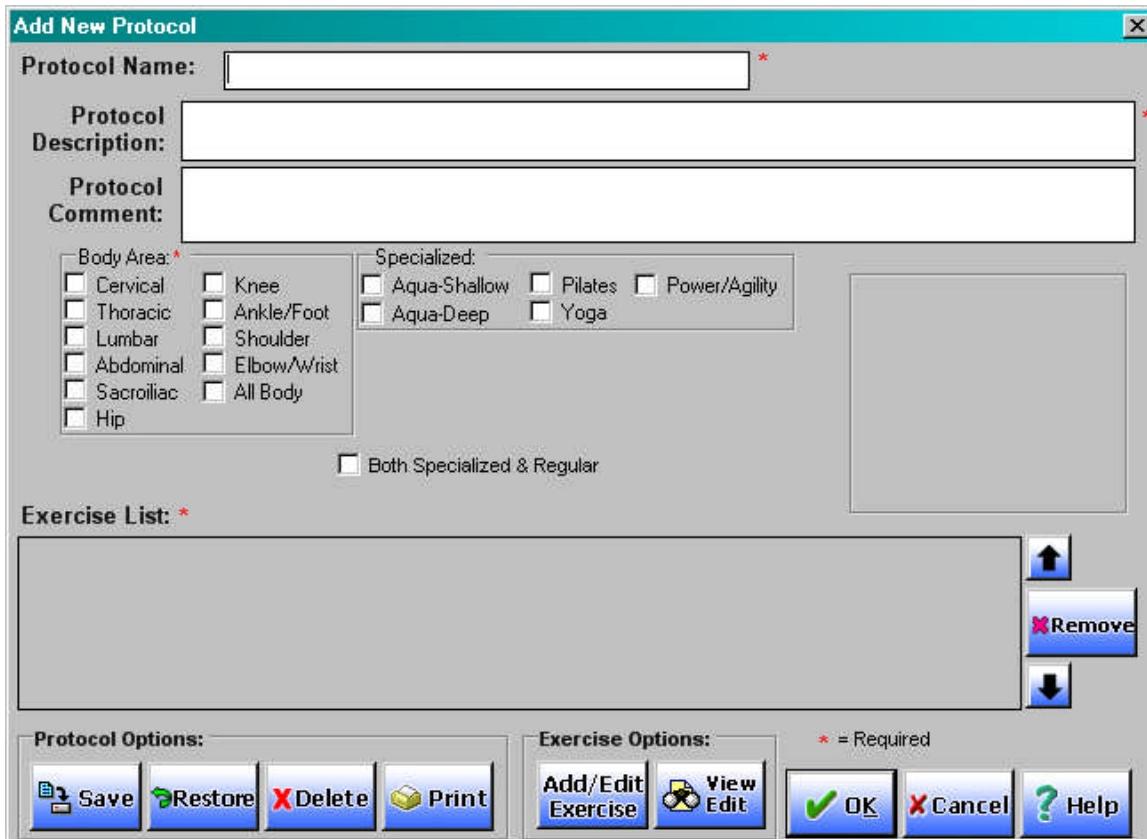
1. *Searching for a Protocol.*
2. Click the + next to the protocol that contains the exercise.
3. Double-click the individual exercise to add it to the current exercise program.

---

**Note:** Modified exercises in previous exercises programs keep the modified settings when the exercise is added to the current exercise program.

## Creating a Protocol

Create a protocol from an exercise program or creating a new protocol using the **Add New Protocol** dialog box (Figure 16).



**Figure 16 - Add New Protocol dialog box**

1. *Creating a Client Exercise Program* and click **Make Protocol**.

 **Tip:** Clicking  is the fastest way to create a protocol

2. Enter the required **Protocol Name:** and **Protocol Description** in the corresponding boxes.
3. Enter any additional comments in the **Protocol Comments:** text box.

 **Note:** These comments are optional and are not printed on patient reports and chart copies.

4. Place a checkmark next to the **Body Area:** checkbox to select the body area exercise criteria and **Specialized:** checkbox to select the areas of specialization for the protocol.

 **Note:** The selections that are made when the protocol is created affect what search results are contained in the protocol.

5. Place a checkmark in the **Both Specialized & Regular** checkbox to show the protocol in regular and specialized searches.

 **Note:** If there is no checkmark in the **Both Specialized and Regular** checkbox, the protocol is returned only when the search for the appropriate areas of specialization, regardless of the body areas, is selected when creating the protocol.

6. Click **Protocol Options:** to save, restore, delete, or print the protocols.

7. Click **Add/Edit Exercise** to *Editing a Protocol*.
8. *Searching for Exercises* and select the exercises to include in the protocol from the **Exercise** list box.
9. Click **OK**.
10. Select the exercise and click **View Edit** to *Editing an Exercise in a Protocol*.

 **Note:** This is on the advanced module only. The edits that are made only affect the exercise in the newly created protocol.

---

11. Click **Save**.
12. Click **OK**.

### **Creating a New Protocol**

1. Select **Add»New Protocol** from the main menu.
2. Enter the required **Protocol Name:** and **Protocol Description** in the corresponding boxes.
3. Enter any additional comments in the **Protocol Comments:** text box.

 **Note:** These comments are optional and are not printed on patient reports and chart copies.

---

4. Place a checkmark next to the **Body Area:** checkbox to select the body area exercise criteria and **Specialized:** checkbox to select the areas of specialization for the protocol.

 **Note:** The selections that are made when the protocol is created affect what search results are contained in the protocol.

---

5. Place a checkmark in the **Both Specialized & Regular** checkbox to show the protocol in regular and specialized searches.

 **Note:** If there is no checkmark in the **Both Specialized and Regular** checkbox, the protocol is returned only when the search for the appropriate areas of specialization, regardless of the body areas, is selected when creating the protocol.

---

6. Click **Protocol Options:** to save, restore, delete, or print the protocols.
7. Click **Add/Edit Exercise** to edit the protocol.
8. *Searching for Exercises* and select the exercises to include in the protocol from the **Exercise** list box.
9. Click **OK**.
10. Select the exercise and click **View Edit** to *Editing an Exercise in a Protocol*.

 **Note:** This is on the advanced module only. The edits that are made only affect the exercise in the newly created protocol.

---

11. Click **Save**.
12. Click **OK**.

## **Editing a Protocol**

Edit an entire protocol within the exercise program.

1. *Searching for a Protocol*.

2. Select the protocol from the **Found** list and click **View Edit**.

 **Note:** Right-click and select **View Edit** is another way to open the **Edit Protocol** dialog box.

3. Enter the **Protocol Name:** and **Protocol Description** in the corresponding boxes.
4. Enter any additional comments in the **Protocol Comments:** text box.

 **Note:** These comments are optional and are not printed on patient reports and chart copies.

5. Place a checkmark next to the **Body Area:** checkbox to select the body area exercise criteria and **Specialized:** checkbox to select the areas of specialization for the protocol.

 **Note:** The selections that are made when the protocol is created affect what search results are contained in the protocol.

6. Place a checkmark in the **Both Specialized & Regular** checkbox to show the protocol in regular and specialized searches.

 **Note:** If there is no checkmark in the **Both Specialized and Regular** checkbox, the protocol is returned only when the search for the appropriate areas of specialization, regardless of the body areas, is selected when creating the protocol.

7. Click **Protocol Options:** to save, restore, delete, or print the protocols.
8. Click **OK** to change only the exercise program that is printing.
9. Click **Add/Edit Exercise** to search for additional exercises to add to the protocol.
10. Select the exercise in the **Exercise** list and click **Remove** to remove exercises from the protocol.
11. Click **Save** and **OK**.

## ***Editing an Exercise in a Protocol***

Edit an individual exercise within a protocol within the exercise program.

1. *Searching for a Protocol.*
2. Click + next to the protocol name and then select the exercise in the **Exercise** list and click **View Edit** to open the **Edit Protocol** dialog box.

 **Note:** Right-click the picture in the **Found** list, the exercise in the **Exercise** list, or the picture in the **Selected Exercises** list and select **View Edit** to also open the **Edit Protocol** dialog box.

3. Select the exercise and click **View Edit**.
4. Select or enter the following **View/Edit Exercise** dialog box options:
  - Select the language to use for the exercises from the **Language** drop-down list.
  - Place a checkmark in the **Use** checkbox and select the equipment to use specific equipment to assist with the exercise.
  - Place a checkmark in the **Rest** checkbox, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.

- Place a checkmark in the **Hold** exercise for checkbox, enter a number, and select the time increment from the drop-down list to show how much the exercise should be held before moving on.
- Place a checkmark in the **Perform** checkbox, enter the number of reps, enter a number, and select the time increment from the drop-down list to show how much rest time should occur between sets.
- Enter exercise instructions for the client to follow in the **Exercise Text:** box.



**Note:** The **Exercise Text:** box is a required option

- Enter any special instructions for these exercises to be printed on to the report in the **Special Instructions:** box.
- Place a checkmark in the **Perform** checkbox, enter the number of sets, select if the exercise is performed in repetitions or minutes from the drop-down list, and select the times of day or week this exercise is performed from the drop-down list.



**Note:** This **Perform** checkbox is located under the **Special Instructions:** box.

- Click the following **Exercise Options:**
  - Click **Save** to change only the exercise program that is printing.
  - Click **Restore** to reset the parameters to the default settings.
  - Click **Pyramids** to *Setting Pyramids* or click **Remove Pyramids** to delete the pyramids that were configured.
  - Click **Modify Picture** to modify the exercise picture.



**Tip:** Any modifications made to the exercise picture only affect the exercise in the protocol.

- Click **Modify Criteria** to modify the search criteria.



**Tip:** Any modifications made to the search criteria only affect the exercise in the protocol.

- Click **Copy** to copy this modified exercise to a new exercise program.
    - Enter the **Exercise Name:** from the **Enter Name for New Exercise** dialog box.
    - Enter the **Common Name:** from the **Enter Name for New Exercise** dialog box.
    - Click **OK**.
  - Click **Delete** to delete this exercise from the client exercise program.
5. Click **Save**.
  6. Click **OK**.

## Deleting a Protocol

Delete an entire protocol within the exercise program.

1. *Searching for a Protocol* and select the protocol.
2. Click **View Edit**.



**Note:** Right-click the exercise in the **Exercise** list and select **View Edit** to also open the **View/Edit Exercise** dialog box.

3. Click **Delete**.
4. Click **Yes** to confirm this deletion.

# Chapter 5

## Administrator Activities

---

### Backing Up Your Data

Back up the database manually, if necessary. Even though Exercise Expert 5 automatically backs up the database every two weeks, databases are required to be manually backed up prior to installing any Exercise Expert 5 upgrades.

1. Select **File»Backup** from the main menu.
2. Select the folder to save the backups and then click **Save**.
3. Exit and restart Exercise Expert 5 to complete the restore process.

---

 **Caution:** Failing to back up your data before installing any Exercise Expert 5 upgrades might result in lost data.

---

### Restoring Your Data

Restore the Exercise Expert 5 database to the last backup completed. Databases are required to be manually backed up prior to installing any Exercise Expert 5 upgrades.

1. Select **File»Restore** from the main menu.
2. Select the file and then click **Open**.
3. Exit and restart Exercise Expert 5 to complete the restore process.

---

 **Note:** When restoring the database, changes that were made will be lost since the last backup.

---

### Maintaining Staff

Select **Admin»Maintain Staff** to add, edit, or delete staff members as shown in Figure 17.



Figure 17 - Maintain Staff dialog box

### ***Adding a Staff Member***

Add additional staff members to the list.

1. Select **Admin»Maintain Staff** from the main menu.
2. Click **Add** as shown in Figure 18.

 **Note:** Click **Edit** at any time to edit the staff member's contact name and email address.

- 
3. Enter the staff member's name to appear in Exercise Expert 5.
  4. Enter the staff member's email address.

 **Note:** This step is optional.

---

5. Click **Done**.

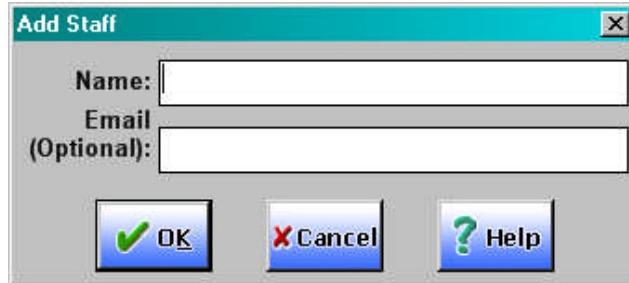


Figure 18 - Add Staff dialog box

### ***Editing a Staff Member***

Edit the staff member's contact name and email address.

1. Select **Admin»Maintain Staff** from the main menu.
2. Select the staff member to edit.
3. Click **Edit**.
4. Change the name and/or the email address.
5. Click **OK**.

## **Deleting a Staff Member**

1. Select **Admin»Maintain Staff** from the main menu.
2. Select the staff member you want to delete.
3. Click **Delete**.
4. Click **Yes** to confirm you want to delete the selected staff member.
5. Click **OK**.

## **Maintaining Lists**

Add, edit, and customize lists and the list items in Exercise Expert 5 by selecting **Admin»Maintain Lists** from the main menu as shown in Figure 19.

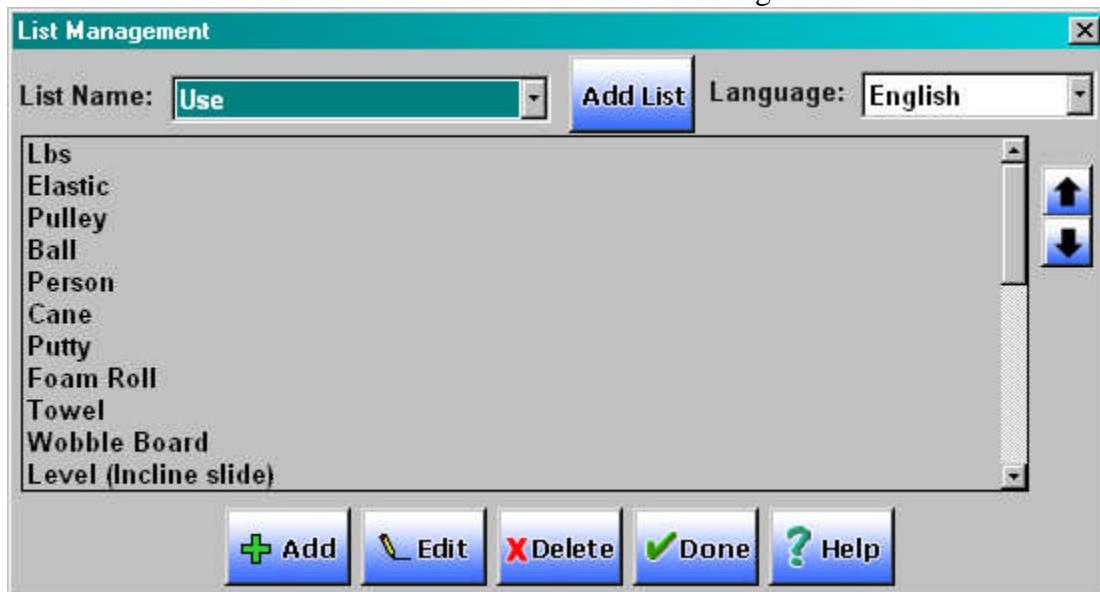


Figure 19 - List Management dialog box

## **Adding a New List**

Add a new list category, such as an equipment item or a unit of measurement as shown in Figure 20.

1. Select **Admin»Maintain Lists** from the main menu.
2. Click **Add List**.

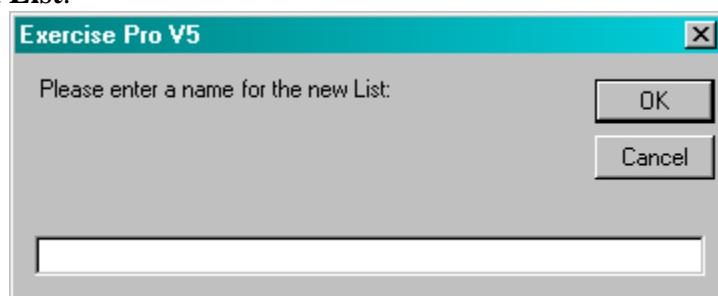


Figure 20 - Add New List dialog box

3. Enter a name for the list and click **OK**.
4. Select the language for this new list from the **Language** drop-down list.

5. Click **Add** to *Adding List Items*.
6. Click **Done**.

## ***Editing an Existing List***

Add, edit, or delete list items on a new list just created or an existing list.

1. Select **Admin»Maintain Lists** from the main menu.
2. Select the list from the **List Name** drop-down list.
3. Edit the list:
  - Click **Add** to *Adding List Items*.
  - Select the list item and click **Edit** to *Editing List Items*.
  - Select the list item, click **Delete** to *Deleting List Items*, and then click **Yes** to confirm.
4. Click **Done**.

## ***Adding List Items***

Add list items to a new list just created or an existing list.

1. *Editing an Existing List* to add items from the **List Name** drop-down list.
2. Click **Add** as shown in Figure 21.



**Figure 21 - Add New List Item dialog box**

3. Enter the list item name in the **Description** field.
4. Enter a conversion, if necessary.

---

**Note:** Conversion step is optional. Conversions are used to allow Exercise Pro to calculate data into a common unit. For example, a height list might have centimeters and inches as list items. For example, 1 centimeter = 0.3937008 inches.

---

5. Select a sub list from the **Sub List** drop-down list.

**Note:** This step is optional.

---

6. Click **OK**.
7. Repeat steps 1-6 to add multiple list items.
8. Click **Done**.

---

## ***Editing List Items***

Edit list items from a new list just created or an existing list.

1. Select the list to edit from the **List Name** drop-down list.
2. Select the list item and click **Edit**.
3. Enter the list item name in the **Description** field.
4. Enter a conversion, if necessary.

---

 **Note:** Conversion step is optional. Conversions are used to allow Exercise Expert to calculate data into a common unit. For example, a height list might have centimeters and inches as list items. For example, 1 centimeter = 0.3937008 inches.

---

5. Select a sub list from the **Sub List** drop-down list.

---

 **Note:** This step is optional.

---

6. Click **OK**.
7. Repeat steps 1-6 to add multiple list items.
8. Click **Done**.

## ***Deleting List Items***

Delete a list item from a new list just created or an existing list.

1. Select the list to edit from the **List Name** drop-down list.
2. Select the list item and click **Delete**.
3. Click **Yes** to confirm the deletion.

## **Maintaining Custom Search Tabs (Advanced Module Only)**

Add and delete custom tabs in Exercise Expert by selecting **Admin»Maintain Custom Tabs** from the main menu. Editing custom tabs are not supported. If needing to edit a custom tab, a custom tab must be deleted and re-added it with the changes.

### ***Adding a Custom Tab (Advanced Module Only)***

Create custom tabs to further customize Exercise Expert. Exercise Expert 5 only allows for two custom tabs (Custom Tab 1 and Custom Tab 2) to be created. In order to add a new tab after both custom tabs are in use, an existing custom tab must be removed.

1. Select **Add»Custom Tab** or **Search»Maintain Custom Tabs** from the main menu and click **Add** when the **Maintain Tab** dialog box opens.
2. Enter the name of the tab.

---

 **Note:** There is a 15 character limit on the tab name.

---

3. Click **Next**.
4. Select the method of searching as shown in Figure 22.
  - Check Boxes (similar to Body Area tab)
  - Drop-Down Lists (similar to Picture tab)
  - Visual Body and Check Boxes (similar to Visual Body tab)
  - Muscle List and Check Boxes (similar to Muscles tab)

- Muscle Category and Check Boxes (similar to Mus. Category tab)

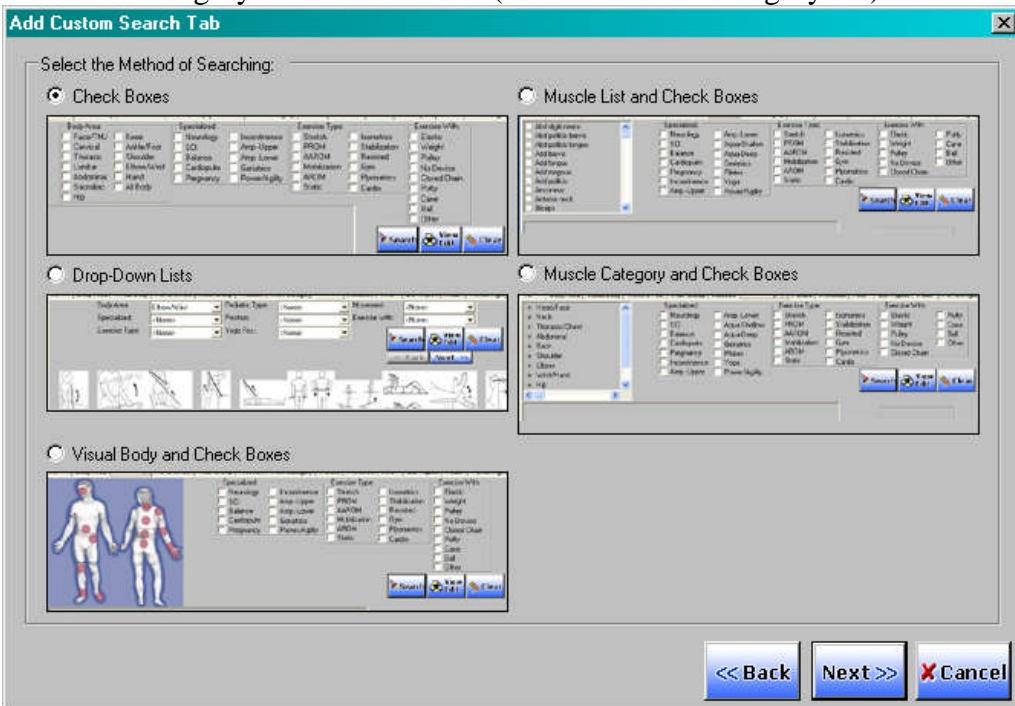


Figure 22 – Selecting the Method of Searching

- Place a checkmark on the exercise checkboxes or click **Select All** to add all of the exercises in that specific box to the search criteria as shown in Figure 23.

**Tip:** This option allows for a search of the entire exercise database or specific exercises.

- Click **Next**.

Add Custom Search Tab

Select the Search Criteria

Body Area:	Body Muscle Groups:	Specialized:	Exercise Type:	Position:	Exercise With:	Func. Movement:
<input type="checkbox"/> Face/TMJ <input type="checkbox"/> Cervical <input type="checkbox"/> Thoracic <input type="checkbox"/> Lumbar <input type="checkbox"/> Abdominal <input type="checkbox"/> Sacroiliac <input type="checkbox"/> Hip <input type="checkbox"/> Knee <input type="checkbox"/> Ankle/Foot <input type="checkbox"/> Shoulder <input type="checkbox"/> Elbow/Wrist <input type="checkbox"/> Hand <input type="checkbox"/> All Body	<input type="checkbox"/> Neck <input type="checkbox"/> Pectoral <input type="checkbox"/> Rhomboid/Traps <input type="checkbox"/> Lats <input type="checkbox"/> Abdominal <input type="checkbox"/> Back <input type="checkbox"/> Gluteals <input type="checkbox"/> Deltoid <input type="checkbox"/> Biceps <input type="checkbox"/> Triceps <input type="checkbox"/> Forearm <input type="checkbox"/> Quadriceps <input type="checkbox"/> Hamstring <input type="checkbox"/> Thigh (Outer) <input type="checkbox"/> Thigh (Inner) <input type="checkbox"/> Calf/Foot <input type="checkbox"/> Cardiovascular	<input type="checkbox"/> Neurology <input type="checkbox"/> SCI <input type="checkbox"/> Balance <input type="checkbox"/> Cardiopulm <input type="checkbox"/> Pregnancy <input type="checkbox"/> Incontinence <input type="checkbox"/> Amp.-Upper <input type="checkbox"/> Amp.-Lower <input type="checkbox"/> Aqua-Shallow <input type="checkbox"/> Aqua-Deep <input type="checkbox"/> Geriatrics <input type="checkbox"/> Pedi-Infant <input type="checkbox"/> Pedi-Child <input type="checkbox"/> Pilates <input type="checkbox"/> Yoga <input type="checkbox"/> Power/Agility	<input type="checkbox"/> Stretch <input type="checkbox"/> PROM <input type="checkbox"/> AAROM <input type="checkbox"/> Mobilization <input type="checkbox"/> AROM <input type="checkbox"/> Static <input type="checkbox"/> Isometrics <input type="checkbox"/> Stabilization <input type="checkbox"/> Resisted <input type="checkbox"/> Gym <input type="checkbox"/> Plyometrics <input type="checkbox"/> Cardio <input type="checkbox"/> Dynamic	<input type="checkbox"/> Standing <input type="checkbox"/> Sitting <input type="checkbox"/> Kneeling <input type="checkbox"/> Sidelying <input type="checkbox"/> Supine <input type="checkbox"/> Prone	<input type="checkbox"/> Elastic <input type="checkbox"/> Weight <input type="checkbox"/> Pulley <input type="checkbox"/> Ball <input type="checkbox"/> Putty <input type="checkbox"/> Cane <input type="checkbox"/> Closed Chain <input type="checkbox"/> No Device <input type="checkbox"/> Other <input type="checkbox"/> Balance Board <input type="checkbox"/> Stability Trainer	<input type="checkbox"/> Single Leg to Single Leg <input type="checkbox"/> Single Leg to Double Leg <input type="checkbox"/> Double Leg to Double Leg
<b>Select All</b>		<b>Select All</b>		<b>Select All</b>		<b>Select All</b>
Func. Arm Movement:	Action:	Direction:				
<input type="checkbox"/> Same Side Arm <input type="checkbox"/> Opposite Side Arm <input type="checkbox"/> Double Arm Reach	<input type="checkbox"/> Jumping <input type="checkbox"/> Hopping	<input type="checkbox"/> Lunging <input type="checkbox"/> Twist				
<b>Select All</b>		<b>Select All</b>		<b>Select All</b>		<b>Select All</b>
Pediatric Type:	Pilates Level:	Movement:	Level:			
<input type="checkbox"/> ADL <input type="checkbox"/> Motor Dev. <input type="checkbox"/> Sensory <input type="checkbox"/> AROM <input type="checkbox"/> Resisted <input type="checkbox"/> Stabilize <input type="checkbox"/> Isometric <input type="checkbox"/> Stretch <input type="checkbox"/> PROM <input type="checkbox"/> Skills/Func	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	<input type="checkbox"/> Flexion <input type="checkbox"/> Extension <input type="checkbox"/> Rotation <input type="checkbox"/> Abduction <input type="checkbox"/> Adduction <input type="checkbox"/> Side Bend <input type="checkbox"/> Diagonal	<input type="checkbox"/> Eye <input type="checkbox"/> Shoulder <input type="checkbox"/> Hip	<input type="checkbox"/> Knee <input type="checkbox"/> Ankle		
<b>Select All</b>		<b>Select All</b>		<b>Select All</b>		<b>Select All</b>
<p>&lt;&lt; Back      Next &gt;&gt;      X Cancel</p>						

### **Figure 23 - Selecting the Search Criteria**

7. Select **Search the entire database for Exercises**, or **Selecting specific exercises reduces the search time**. Use this option to create custom categories, for example **Favorite Exercises** or **Golf** as shown in Figure 24.

Select Scope of Search:

Search the entire database for Exercises.

Selecting specific exercises reduces the search time. Use this option to create custom categories, for example Favorite Exercises or Golf.

**Figure 24 - Selecting the Scope of the Search on the Custom Tab**

- #### **8. Click Done.**

 **Tip:** Click **Back** to go back to the previous dialog box and select different exercises.

9. Enter a name for the group of exercises (Figure 25) to include in the search if **Selecting specific exercises reduces the search time. Use this option to create custom categories, for example Favorite Exercises or Golf was selected.**

**Note:** If **Search the entire database for Exercises** was selected, then ensure that the new custom tab has been added, place a checkmark next to each exercise to include in the search, and then click **Search**.



Figure 25 - Exercise Group

10. Click **Next**.
11. Ensure that the new custom tab has been added to the tabs on the main screen and search the exercises from the custom tab.
12. Place a checkmark next to each exercise to include in the search as shown in Figure 26 and click **Search**.

**Tip:** Selecting only applicable exercises reduces the search time and makes it easier to find the exercises.

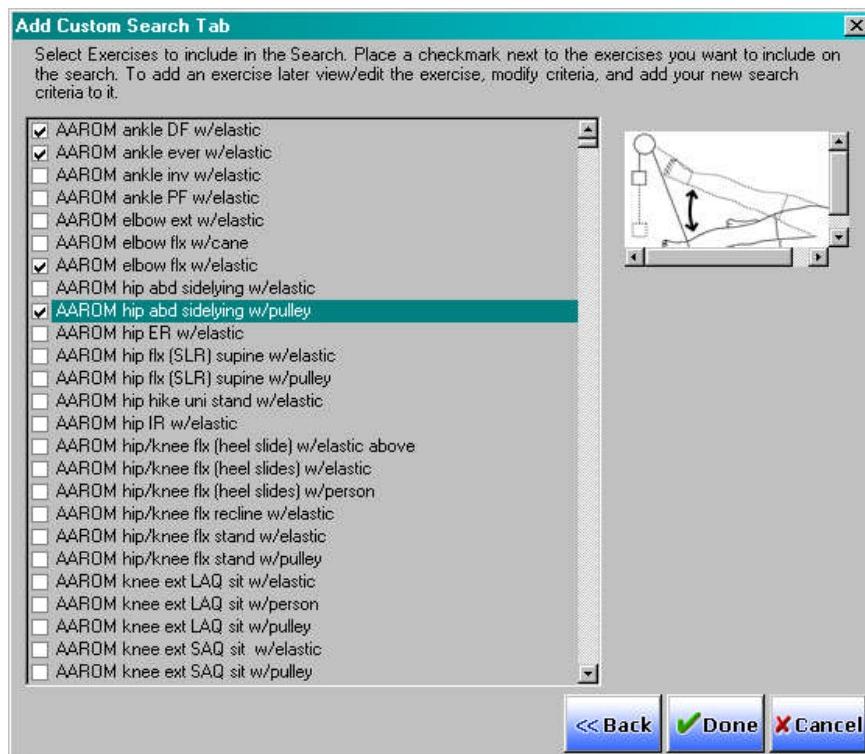


Figure 26 - Selecting the Exercises for a Custom Tab

13. Click **Done**.

## ***Deleting a Custom Tab (Advanced Module Only)***

Delete a custom tab to add new custom tabs in order to add a new tab. Exercise Expert 5 only allows for only two custom tabs to be created.

1. Select **Admin»Maintain Custom Tabs** from the main menu.
2. Select the custom tab to delete.
3. Click **Delete**.
4. Click **Yes** to confirm the deletion.

## ***Activity Log***

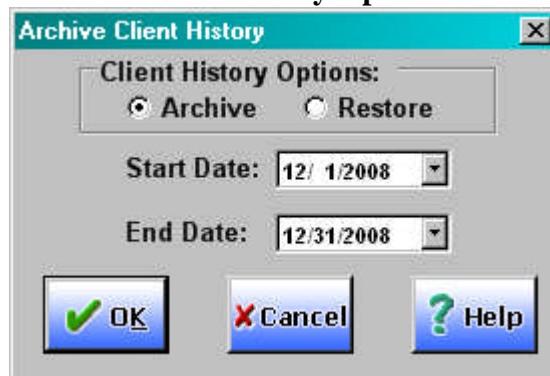
Select **Admin»Activity Log** to view the program activity log. Click **Print** to print the report or click **Print Preview** to view the report before printing.

## ***Archiving and Restoring Client History***

Archive the client history data to remove client data that is not frequently accessed. This can reduce the size of the database, minimize search times, and create a backup of the data. Archived data can be restored for future use.

### ***Archiving Client Histories***

1. Select **Admin»Archive Client History** from the main menu.
2. Select **Archive** from the **Client History Options** box as shown in Figure 27.



**Figure 27 - Archiving Client History**

3. Select the start and end dates.
4. Click **OK**.
5. Specify where to save the file and click **Save**.

### ***Restoring Client Histories***

1. Select **Admin»Archive Client History** from the main menu.
2. Select **Restore** from the **Client History Options** box as shown in Figure 28.
3. Click **OK**.
4. Select the saved file and click **Open**.

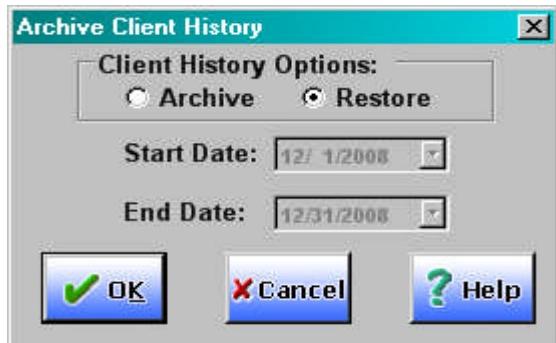


Figure 28 - Restoring Client History

5. Click **OK**.

## Restoring Exercises

Restore exercises to the default exercises, which removes any customizations or modifications made to the Exercise Expert 5 exercises

1. Select **Admin»Restore Exercise** from the main menu to open the **Restore Exercise**.
2. Select the exercise to restore.

**Tip:** To select multiple consecutive exercises, select the first exercise, press the <Shift> key on the computer keyboard, and select the last exercise to restore. To select multiple exercises that are not consecutive, select an exercise, press the <Ctrl> key on the computer keyboard, and select each exercise to restore. To select all exercises, press the <Ctrl+A> key on the computer keyboard.

3. Click **Restore**.
4. Click **Yes**.
5. Click **OK**.

## Restoring Protocols

Restore modified protocols to the default protocol, which removes any customizations or modifications that have been made to protocols.

1. Select **Admin»Restore Protocol**.
2. Select the protocol to restore.

**Tip:** To select multiple consecutive exercises, select the first exercise, press the <Shift> key on the computer keyboard, and select the last exercise to restore. To select multiple exercises that are not consecutive, select an exercise, press the <Ctrl> key on the computer keyboard, and select each exercise to restore. To select all exercises, press the <Ctrl+A> key on the computer keyboard.

3. Click **Restore**.
4. Click **Yes**.
5. Click **OK**.

## Setting Default Exercise Settings

Configure default exercise settings for things, such as sets, repetitions, frequency, etc. for different types of exercises. Many facilities might have standardized exercise settings that differ from the Exercise Expert 5 default settings.

**Note:** Modifying the default exercise settings for a type of exercise, for example, AROM, changes the settings for all exercises of that type, which might not make sense for all exercises for a type. Edit the exercise settings for individual exercises that do not fit the default settings.

1. Select **Admin»Exercise Defaults** from the main menu as shown in Figure 29.

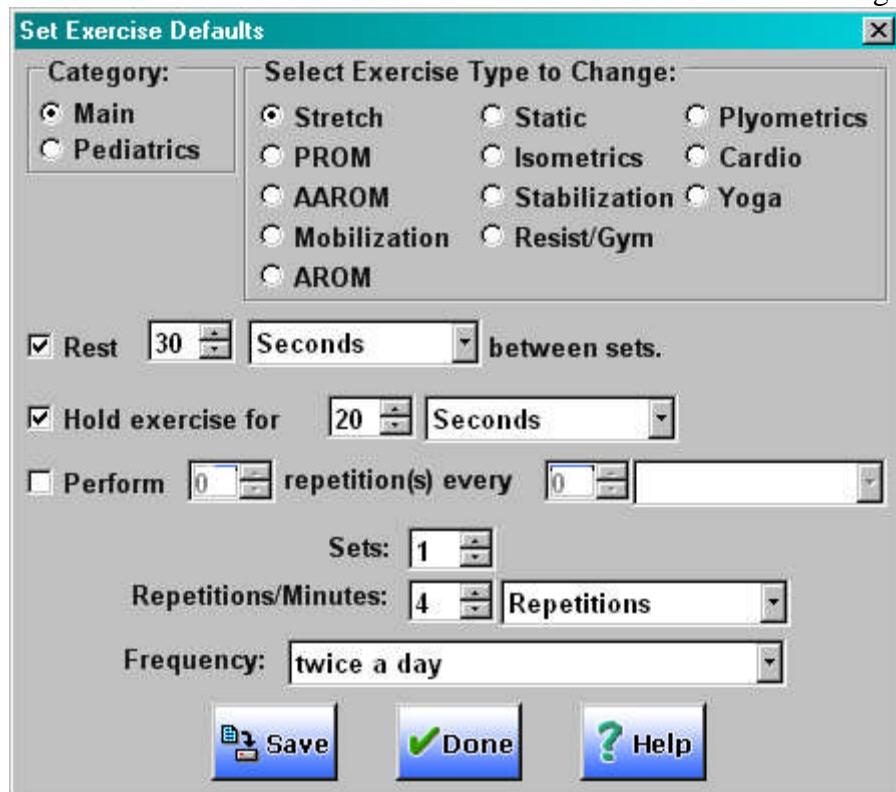


Figure 29 – Set Exercise Defaults dialog box

2. Select **Main** to change the adult exercises settings or select **Pediatric** to change the pediatric exercise settings in the **Category** box.
3. Select the exercise type to change.
4. Place a checkmark in the **Rest** checkbox, enter a number, and select the time increment from the drop-down list to change the default rest time for the selected exercise type.
5. Place a checkmark in the **Hold** exercise for checkbox, enter a number, and select the time increment from the drop-down list to change the default hold time for the selected exercise type.
6. Place a checkmark in the **Perform** checkbox, enter the number of repetitions, enter a number, and select the time increment from the drop-down list to change the default repetition information for the selected exercise type.

- Enter the set information.
  - Enter the number of sets.
  - Enter the number of repetitions or minutes per set.
  - Select **Repetitions** or **Minutes** from the drop-down list.
  - Select how often the client should perform the sets from the **Frequency** drop-down list.
7. Click **Save**.

# Chapter 6

## Settings

Select **File»Settings** from the main menu to display the **Program Settings** dialog box. Use this dialog box to configure default program settings..

### Defining General Program Settings

Use the **General** tab on the **Program Settings** dialog box to define general Exercise Expert 5 program settings as shown in Figure 30.

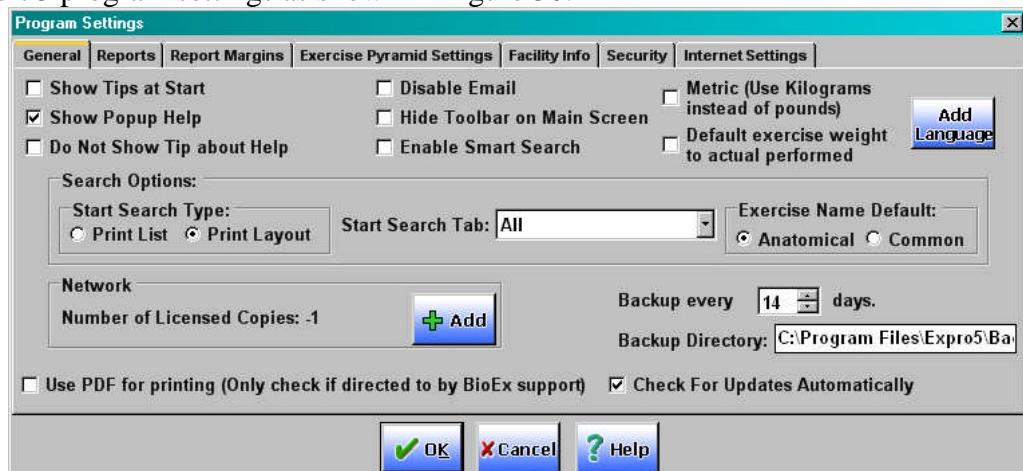


Figure 30 - General Settings tab

1. Select **File»Settings»General**.
2. Place a checkmark in the **Show Tips at Start** checkbox to display helpful tips each time Exercise Expert 5 is started. Remove the checkmark to turn off the tips.



**Tip:** This is helpful for new users learning to use this application.

3. Place a checkmark in the **Show Popup Help** checkbox to display tool tips that appear when the mouse pointer is moved over a toolbar button or field.



**Note:** Not all buttons or fields contain tool tips.

4. Place a checkmark in the **Disable Email** checkbox to disable the ability to email client exercise programs.
  5. Place a checkmark in the **Hide Toolbar on Main Screen** checkbox to hide the toolbar icons on the main screen.
  6. Place a checkmark in the **Enable Smart Search** checkbox to enable smart search, which disables search criteria checkboxes that do not apply.
- 



**Note:** This does not apply to search criteria in drop-down menus.

---

7. Place a checkmark in the **Metric (Use Kilograms instead of pounds)** checkbox to display weight in kilograms instead of pounds.
  8. Place a checkmark in the **Default** exercise weight to actual performed if you want to default Exercise Expert 5 weight.
  9. Click **Add Language** to translate the Exercise Expert 5 programs in to another language.
  10. Place a checkmark in the **Use PDF for printing (Only check if directed to by BioEx support)** checkbox to use if directed to by BioEx technical support.
- 



**Note:** Contact BioEx Support if it takes more than 120 seconds to print an exercise program.

---

11. Select the number of days between automatic backups of the database in the **Backup every** drop-down list.
12. Type the directory folder location in **Backup Directory**.
13. Place a checkmark in the **Check For Updates Automatically** to search for updates when Exercise Expert 5 is opened.

#### Search Options:

14. Place a checkmark in the **Print List** if to search by text (list) or **Print Layout** to search by picture.
  15. Select the specified search tab from the **Start Search Tab**: drop-down menu to specify which search tab will display automatically on the main screen when Exercise Expert 5 is opened.
  16. Place a checkmark in the **Anatomical** to list exercises by the anatomical names or **Common** to list exercises by the common names.
- 



**Note:** Not all exercises have common names; therefore, the anatomical name is used.

---

#### Network

17. Click **+Add** to add another network license.
18. Click **OK**.

#### **Translating (Spanish Module Only)**

Translate the work environment in Exercise Expert 5 into Spanish. To change to the Spanish text at any time, select **Spanish** from the **Language** drop-down list where applicable. Support for other languages can also be added.

1. Select **File»Settings** from the main menu to display the **Program Settings** dialog box as shown in Figure 31.



Figure 31 - Choose Language dialog box

2. Click **Add Language** on the **General** tab.
3. Select the language from the **Language** drop-down list and click **Add**.
4. Enter the name of the language and click **OK**.
5. Click **OK** and translate each list by *Editing an Existing List*.
6. Translate each exercise by *Editing Exercises*.

 **Note:** Translating all of lists is required.

## **Specifying a Password for a New User**

Use the **Add New User** dialog box on the **Security** tab to add a password for a specified user. A user will be unable to add, modify, or delete other users. Only an administrator can perform these actions.

4. Select **File»Settings»Security**.
5. Click **Add**.
6. Enter the name, User ID, password, and password confirmation to add specific information for identifying the new user when Exercise Expert 5 is started.
7. Enter a password reminder to help the user remember the password when logging in to Exercise Expert 5.
8. Select **Administrator** to identify the new user with administer security rights or **User** to identify that the new user doesn't have administer security rights.

 **Note:** At least one administrator has to be added before adding a client.

9. Click **OK** to add the new user to the **User Management:** box on the **Security** tab.

 **Tip:** Click **Edit** on the **User Management:** box to edit the new user information at any time.

## **Defining Default Printing Options**

Use the **Reports** tab on the **Program Settings** dialog box as shown in Figure 32 to define the default report settings.

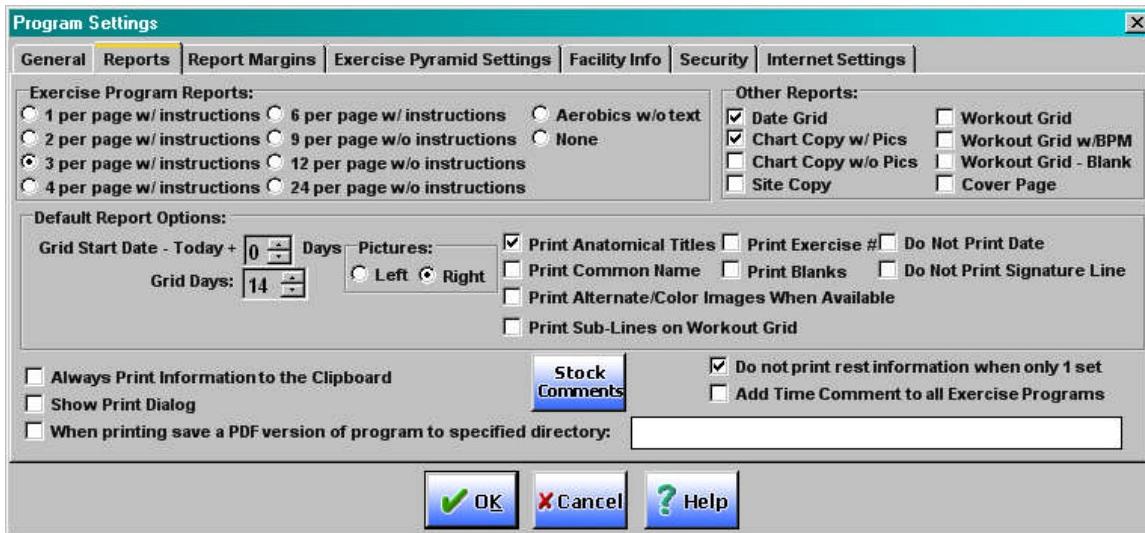


Figure 32 - Reports Settings tab

1. Select **File»Settings»Reports**.
2. Select the default reports to print.
3. Select the default report options.
4. Place a checkmark in the **Always print information to the Clipboard** checkbox to copy the exercise program to the Windows clipboard in addition to the printer.

**Tip:** Paste the exercise program into another software application, such as Microsoft Word or another documentation program.

- 
5. Click **Stock Comments** to add, edit, or delete any default *Stock Comments*.

**Tip:** Stock comments can be edited and customized for individual exercise programs.

---

6. Place a checkmark in the **Show Print Dialog** checkbox to open the default windows print screen when printing, which allows the option of selecting printers and number of copies.
7. Place a checkmark in the **When printing save a PDF version of program to specified directory** checkbox and enter the directory path.

**Note:** This option will save the \*.PDF version of the program automatically every time it is printed.

---

8. Click **OK**.

## Stock Comments

Add, edit, or delete stock comments from the **Stock Comments** dialog box as shown in Figure 33. The **Stock Comments** dialog box can be found when *Printing a Client Exercise Program or Protocol* or *defining Client Reports settings*. The stock comments can be added via the **Print** screen or the settings screen by selecting **File»Settings»Reports**.

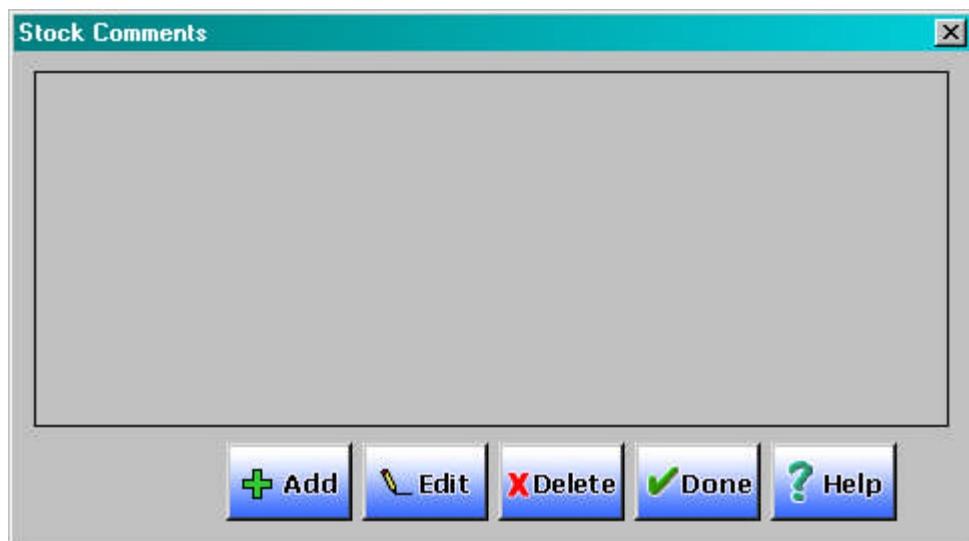


Figure 33 - Add Stock Comment dialog box

### **Adding Stock Comments**

1. Click **Stock Comments**.
2. Click **Add**.
3. Enter a comment name in the **Comment Description** box.

---

 **Tip:** Use the comment description to select the comment from existing stock comments.

4. Enter the stock comment in the **Comment** box.
5. Place a checkmark in the **Automatically add this comment when printing** checkbox to add this stock comment automatically when printing an exercise program.
6. Click **OK**.

### **Editing Stock Comments**

1. Click **Edit**.
2. Make the changes to the stock comment.
3. Click **OK**.

### **Deleting Stock Comments**

1. Select the stock comment to delete.
2. Click **Delete**.
3. Click **Yes** to confirm the deletion.

---

 **Tip:** Delete stock comments from an Exercise Program by selecting the comment (s) to be deleted and then press the <Delete> key on the computer keyboard.

## Setting the Default Pyramid Settings

Use the **Exercise Pyramid Settings** tab on the **Program Settings** dialog box as shown in Figure 34 to define the default pyramid settings. Pyramids can now be customized for each exercise for each client. Refer to the *Setting Pyramids* section on page 19 for more information about customizing pyramids per exercise. The default pyramid settings establish the starting point.

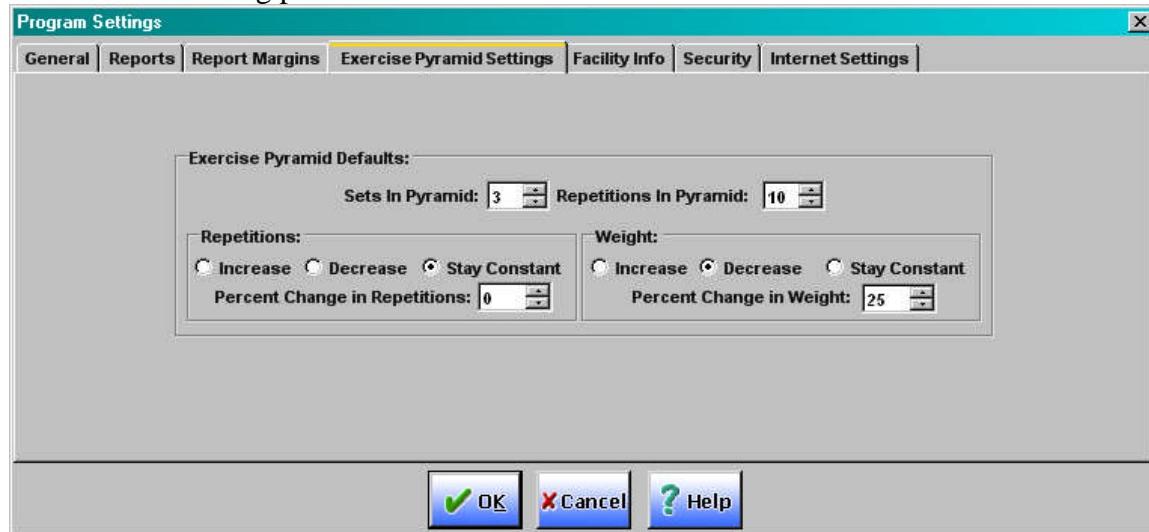


Figure 34 - Exercise Pyramid Settings tab

1. Select **File»Settings»Exercise Pyramid Settings**.
2. Enter the total number of sets in the **Sets in Pyramid** box.
3. Enter the maximum number of repetitions in the **Repetitions In Pyramid** box.
4. Select if the number of repetitions will increase, decrease, or stay constant at each level in the default pyramid.
5. Enter the percent change in the **Percent Change in Repetitions** box.
6. Select if the weight will increase, decrease, or stay constant at each level in the default pyramid.
7. Enter the percent change in weight for each set in the **Percent Change in Weight** box.
8. Click **OK**.

## Entering Default Facility Information

Use the **Facility Info** tab on the **Program Settings** dialog box as shown in Figure 35 to enter your facility information, which appears on all forms, topic handouts, and reports. Use the **Facility Info** tab on the **Program Settings** dialog box to enter the facility information, which appears on all forms, topic handouts, and reports.



**Note:** Most of this information will be printed with the cover page.

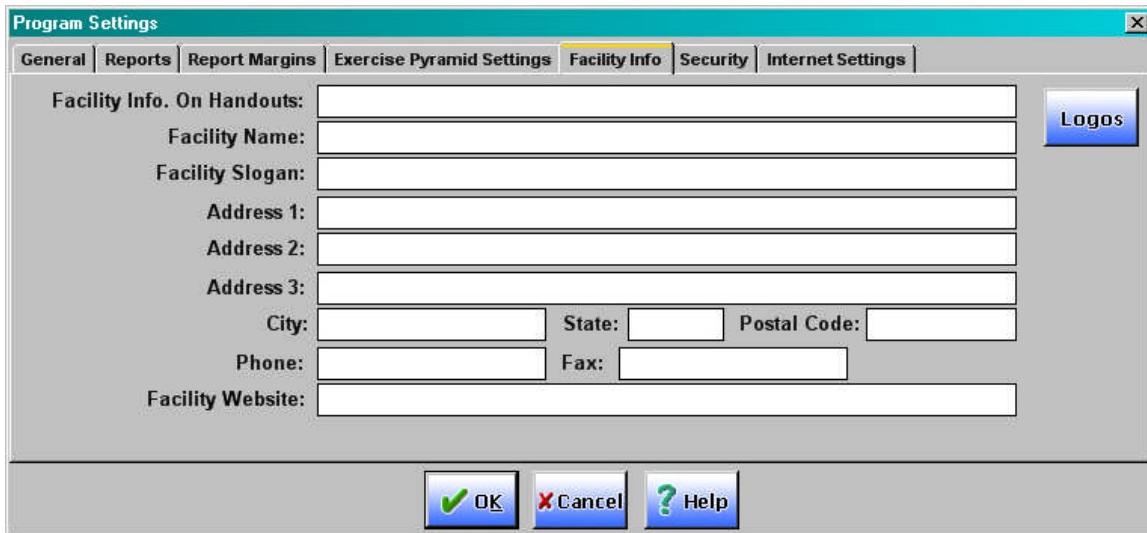


Figure 35 - Facility Info Settings tab

1. Select **File»Settings»Facility Info**.
2. Enter the facility information to print on all handouts.
3. Enter the name of the facility.
4. Enter an advertising slogan or tag line for the facility.
5. Enter the address, city, state, and zip code for the facility.
6. Enter the facility telephone number and fax number.
7. Enter the URL of the facility's website.
8. Click **Logos** to add facility logos to the reports.
9. Click **OK**.

## ***Adding Faculty Logos***

Add facility logos to the reports. Logos must be in .jpg or .bmp format. Logos can be set as defaults and/or deleted once the logos are not required.

1. Select **File»Settings»Facility Info** as shown in Figure 36.
2. Click **Logos**.
3. Click **Add**.
4. Click **OK** when the warning message is received.

---

**Note:** Place a checkmark in the **Don't Show This Message Again** checkbox to continue adding logos without seeing the warning message.

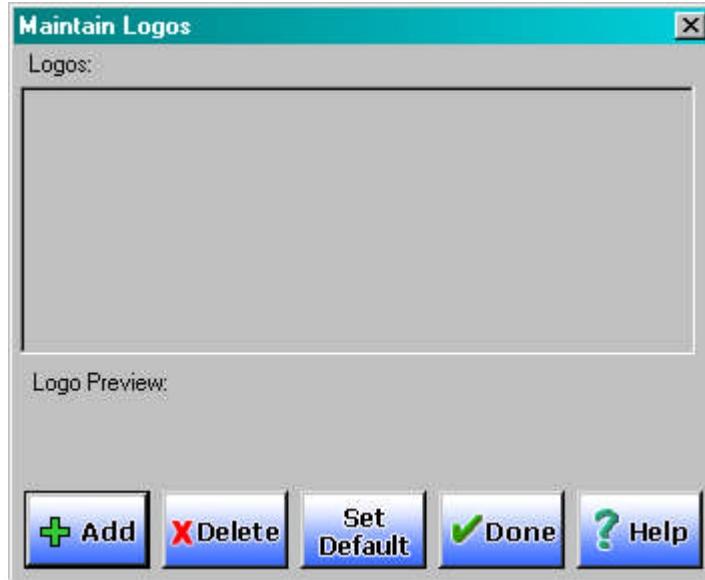


Figure 36 - Maintain Logos dialog box

5. Click **Add**.
6. Browse to and select the logo.
7. Enter a name for the logo.
8. Click **OK**.

### **Selecting the Default Faculty Logo**

1. Select **File»Settings»Facility Info**.
2. Click **Logos**.
3. Click **Add**.
4. Click **OK** when the warning message is received.

---

 **Note:** Place a checkmark in the **Don't Show This Message Again** checkbox to continue adding logos without seeing the warning message.

---

5. Select the logo and click **Open**.
6. Click **Set Default**, which automatically selects this logo as the default when printing client exercise programs.
7. Click **Done**.

### **Deleting Faculty Logos**

1. Select **File»Settings»Facility Info**.
2. Click **Logos**.
3. Select the logo to delete.
4. Click **Delete**.
5. Click **Yes** to confirm the deletion.

# Configuring Your Email Settings

Use the **Internet Settings** tab on the **Program Settings** dialog box as shown in Figure 37 to define email settings.

**Note:** Many email providers do not support emailing a program directly from Exercise Expert 5. To get around this problem, Exercise Expert 5 has an export function that can now save the program as a \*.pdf file to manually attach it to an email (such as an Outlook email).

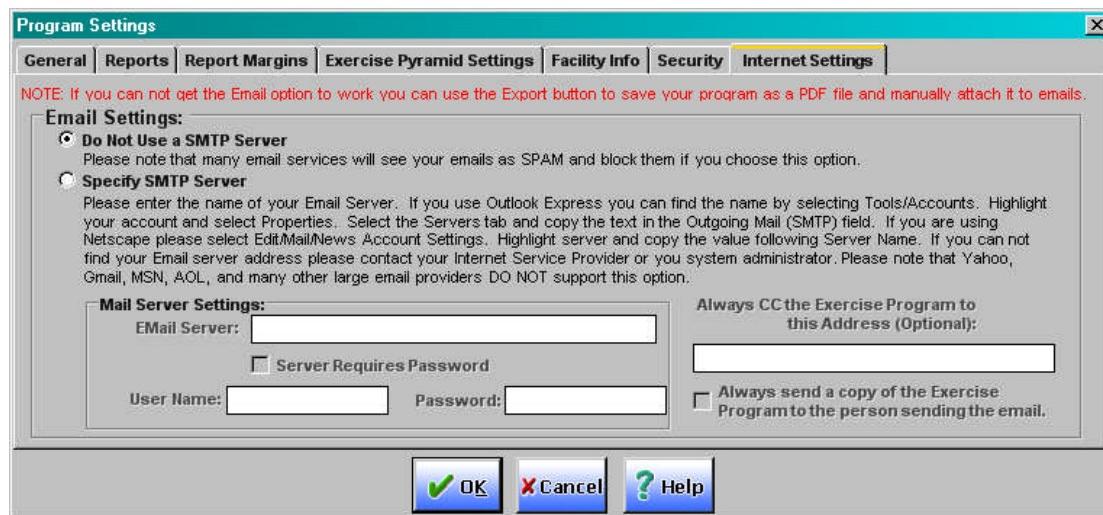


Figure 37 - Internet Settings tab

1. Select **File»Settings»Internet Settings**.
2. Select **Specify SMTP Server**.
3. Enter the name of the email server.
  - Outlook Express.
  - Netscape.
  - Unknown server

**Note:** Contact the System Administrator or Internet Service Provider for an unknown server.

4. Place a checkmark in the **Server Requires Password** checkbox if the email server requires a password.

**Note:** Enter the User Name and Password for the email server if a password is required.

5. Enter an email address to always send a copy of the exercise programs to a second email address.

**Note:** This is optional.

6. Place a checkmark in the **Always send a copy of the Exercise Program to the person sending this email** checkbox to always send a copy of the exercise programs to the staff member sending the email.
7. Click **OK**.

## Defining Security Settings

Use the **Security** tab on the **Program Settings** dialog box as shown in Figure 38 to define general Exercise Expert 5 program settings.

- Select **File»Settings»Security**.
- Place a checkmark in the **Client Password** checkbox to ask for a password when Exercise Expert 5 is started.
- Click **Add** to add a new user and specify a password for that new user.
- Click **Edit** to edit the new user information.



**Note:** A user must be added before this option will work.

- Place a checkmark in the **Close** program if it idle and then enter the minutes in the **minutes** drop-down list to close Exercise Expert 5 after the specified amount of minutes has been reached.

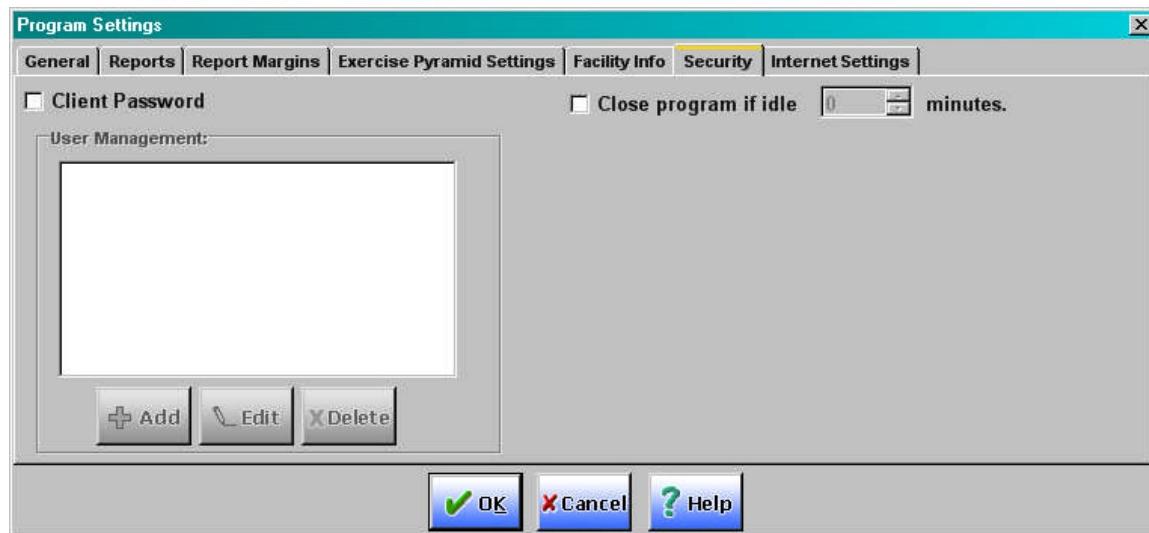


Figure 38 - Security Settings tab

# Chapter 7

## Reports

---

Exercise Expert contains client and administrator reports.

### Client Reports

Use the **Report** tab on the **Program Settings** dialog box to define the report options settings.

1. Select **File»Settings»Reports**.
2. Select the following options to show how many exercises will be printed per **Date Grid** report:
  - **1 per page w/ instructions** – Prints one exercise per page.
  - **2 per page w/ instructions** – Prints two exercises per page.
  - **3 per page w/ instructions** – Prints three exercises per page.
  - **4 per page w/ instructions** – Prints four exercises per page.
  - **6 per page w/ instructions** – Prints six exercises per page.
  - **9 per page w/o instructions** – Prints nine exercises per page.
  - **12 per page w/o instructions** – Prints 12 exercises per page.
  - **24 per page w/o instructions** – Prints 24 exercises per page.
  - **Aerobics w/o text** – Prints 30 or more exercises per page.
  - **None** – Prints none of the selected options.
3. Place a checkmark to show what prints on the **Date Grid** report:
  - **Date Grid** – Prints the exercise name, picture, and calendar for specifying when the exercise should be completed.
  - **Chart Copy w/ Pics** – Prints thumbnail pictures on the chart copy report. Chart copy reports do not contain any instructions.
  - **Chart Copy w/o Pics** – Removes thumbnail pictures on the chart copy report. Chart copy reports do not contain any instructions.
  - **Workout Grid** – Prints exercise name with space for you or the client to record exercise results.
  - **Workout Grid w/BPM** – Prints exercise name, picture, and target heart rate with space to record exercise results.

- **Workout Grid - Blank** – Prints a generic blank workout grid for clients to keep track of their workout.
  - **Site Copy** – Prints the **Chart Copy w/ Pics** report with a **Done** checkbox for staff to mark completed exercises.
  - **Cover Page** – Prints a cover page to give to the client as a packet of reports. It contains the facility information and logo from the **Facility Info** tab on the **Program Settings** box.
4. Select the following options to show what will print on the Date Grid report:
- **Grid Start Date - Today +** – Prints the grid start date.



**Tip:** Specify 0 to start on the current day of printing.

- 
- **Grid Days** – Prints the number of days to print.
  - **Left** – Prints all pictures with a Left orientation.
  - **Right** – Prints all pictures with a Right orientation.
  - **Print Anatomical Titles** – Prints just the anatomical names for the exercises.



**Note:** Not all exercises have common names; therefore, the anatomical name is used.

- 
- **Print Common Name** – Prints just the common names for the exercises.
  - **Print Alternate/Color Images When Available** – Prints color images for the pictures.
  - **Print Sub-Lines on Workout Grid** – Prints sub-lines for the exercises on the grid.
  - **Print Exercise #** – Prints the exercise number.
  - **Print Blanks** – Prints a blank grid for manually writing the information.
  - **Do Not Print Date** – Removes the date from the printed report.
  - **Do Not Print Signature Line** – Removes the signature line from the printed report.
5. Place a checkmark in the **Always Print Information to the Clipboard** checkbox to save a text version of the printed exercise to the windows clipboard, which allows it to be pasted into electronic format.
6. Place a checkmark in the **Show Print Dialog** checkbox to use the **Print Dialog** box or it will print 1 copy to the default printer.



**Note:** The **Print Dialog** box will allow the option of selecting printers and number of copies.

- 
7. Place a checkmark in the **When printing, save a PDF version of program to specified directory** checkbox and then enter the directory location to save the printed exercise program as a PDF file in the selected directory, which is generally used for attaching to an electronic documentation note.
  8. Click **Stock Comments** to add predefined stock comments at the time of printing.
  9. Place a checkmark in the **Do not print rest information when only 1 set** checkbox to print 1 set of 20 repetitions per day and not the rest time between sets.

10. Place a checkmark in the **Add time comment to all Exercise Programs** checkbox to use the **Sets, Reps, Rest, Rate, and Hold** information as a rough estimate of the time to create the exercise program that can be calculated.

---

 **Note:** If this option is checked when a program is printed, the time estimate will be in the comment for the report.

---

11. Click **OK**.

### **Quickly Printing an Exercise Worksheet**

Select **Quick Print»Print Worksheet** from the main menu to quickly print a blank exercise worksheet to manually write the exercise program.

## **Administrator Reports**

Exercise Expert 5 includes the following administrator reports.

- **Client History Report** – Lists exercises by client and date by selecting **Reports»Client History Report** from the main menu to open the **Client History Report** dialog box.
- **Protocol Summary** – Lists the protocols in Exercise ProV5 by selecting **Reports»Protocol Summary** from the main menu to open the **Print Protocol Summary** dialog box.
- **Exercise Summary** – Lists the exercises Exercise Expert 5 by selecting **Reports»Exercise Summary** from the main menu to open the **Print Exercise Summary** dialog box.
- **Exercise/Topic Frequency** – Lists the exercises and/or topics most frequently used in Exercise Expert 5 by selecting **Reports»Exercise/Topic Frequency** from the main menu to open the **Exercise/Topic Frequency Reports** dialog box.

### **Printing Client History Report**

Print the Client History Report, which is an administrator report that lists exercises by client and date.

1. Select **Reports»Client History Report** from the main menu to open the **Client History Report** dialog box as shown in Figure 39.
2. Select the report criteria:
  - **Date Range Only** – Includes all exercises for all clients from the selected date range.
  - **Date Range and Client Name** – Includes all exercises for the selected client from the selected date range.
  - **Date Range and Staff Name** – Includes all exercises for all clients for the selected staff member from the selected date range.
3. Select the starting date for the report.
4. Select the ending date for the report.
5. Select the client from the **Client Name** drop-down list if **Date Range and Client Name** was selected in step 2.
6. Select the staff member from the **Staff Name** drop-down list if **Date Range and Staff Name** was selected in step 2.

7. Click **Print** to print the report or **Print Preview** to view the report.

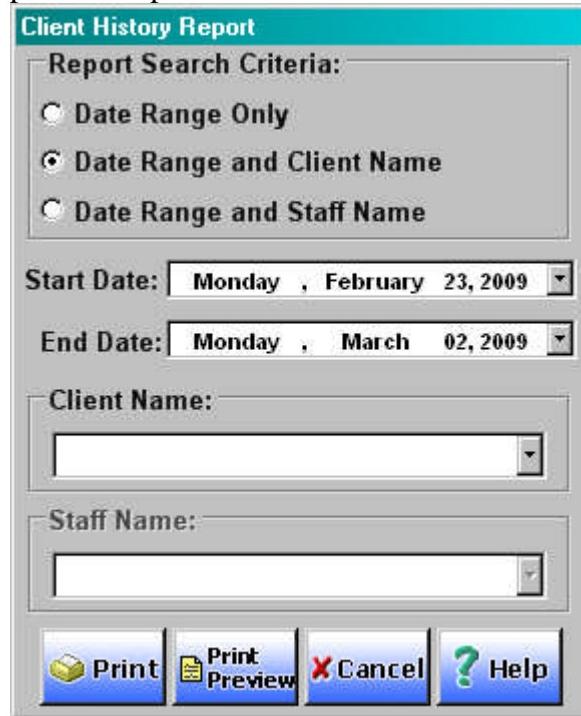


Figure 39 - Client History Report dialog box

### ***Printing a Protocol Summary Report***

Print the Protocol Summary report, which is an administrator report that lists the protocols Exercise Expert 5 contains.

1. Select **Reports»Protocol Summary** from the main menu to open the Print Protocol Summary dialog box as shown in Figure 40.
2. Place checkmarks next to the areas of the body to include in the report under **Body Area**.
3. Place checkmarks next to the areas of specialization to include in the report under **Specialized**.
4. Place a checkmark in the **Print Thumbnail Pictures** checkbox add thumbnail exercise pictures to the report.
5. Click **Print** to print the report or **Print Preview** to view the report.



Figure 40 - Print Protocol Summary dialog box

### **Printing a Exercise Summary Report**

Print the Exercise Summary report, which is an administrator report that lists the exercises that Exercise Expert 5 contains.

1. Select **Reports»Exercise Summary** from the main menu to open the **Print Exercise Summary** dialog box as shown in Figure 41.
2. Place checkmarks next to the areas of the body to include in the report under **Body Area**.
3. Place checkmarks next to the areas of specialization to include in the report under **Specialized**.
4. Place a checkmark in the **Print Thumbnail Pictures** checkbox add thumbnail exercise pictures to the report.
5. Click **Print** to print the report or **Print Preview** to view the report.

---

 **Note:** If **Print Thumbnail Pictures** was selected, the **Print Preview** option is disabled.

---

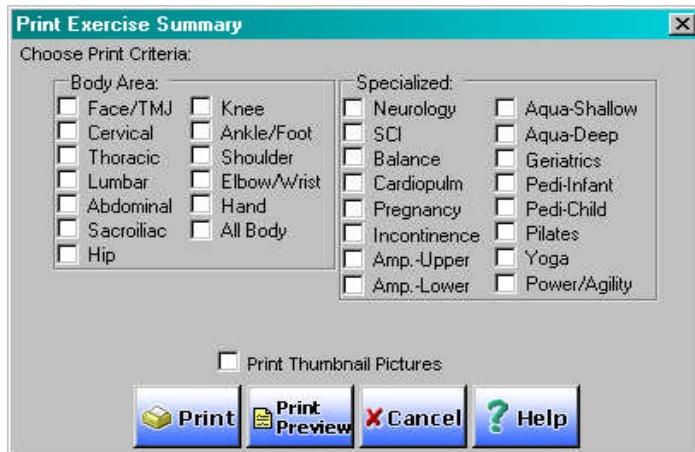
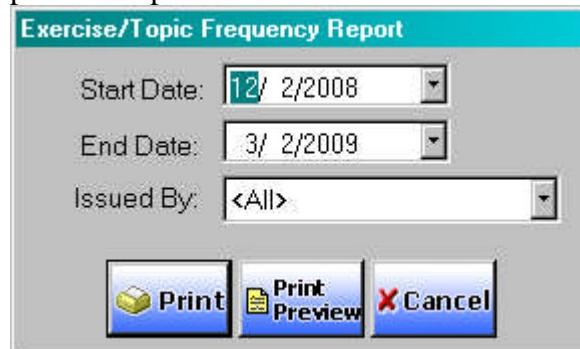


Figure 41 - Print Exercise Summary dialog box

## ***Printing the Exercise/Topic Frequency Report***

Print the Exercise/Topic Frequency report, which is an administrator report that lists the exercises and/or topics that are most often used within the program.

- Select **Reports»Exercise/Topic Frequency** from the main menu to open the **Exercise/Topic Frequency Report** dialog box as shown in Figure 42
- Select the starting date for the report.
- Select the ending date for the report.
- Select the staff member from the **Issued By** drop-down list.
- Click **Print** to print the report or **Print Preview** to view the report.



**Figure 42 – Exercise/Topic Frequency dialog box**

# **Chapter 8**

## **Frequently Asked Questions (FAQs)**

---

### **General FAQs**

#### **What is the left and right function?**

Therapeutic or rehabilitative exercises might focus one a specific arm or leg. Exercises print to show the exercise being performed on that side of the body.

#### **Why do I need multiple logos?**

Multiple logos allow you to select among different logos, which is useful if you work at different facilities.

#### **If I add another language, do I have to translate everything?**

No. When you add another language, you can translate only the parts of the application you need.

#### **What is the Rapid Program Generate with Numbers?**

You can create pages of exercises with the exercise numbers to use as forms. The health professional can circle the exercises to include in the exercise program. The health professional or assistant can then use the form to quickly create the exercise program without having to search for the exercises.

## **Searching FAQs**

### **What are custom tabs used for?**

You can create custom tabs that contain only specific search criteria. If there are only certain exercises from which you want to choose, custom tabs can shorten your search time. This makes creating exercise programs quicker and easier.

Also, you can use custom tabs to create specific sports-related tabs. For example, you can create a custom golf tab and include search criteria and exercises appropriate for golfers.

### **Can I change a custom tab?**

No. You must delete the custom tab and then add a new custom tab with your changes.

### **Can I search by pictures of the exercises instead of names?**

Use the **Search** tab to select the search criteria to search by pictures.

### **Can I switch from tab to tab when I search for exercises?**

Yes, you can switch between tabs when you search. The search results remain on each tab until you click **Clear**, select **File»Clear** from the main menu, print the exercise program, or close the application.

## **Exercises FAQs**

### **How are the exercises named?**

Exercises are alphabetized using a naming convention.

### **Can I customize an exercise for a client?**

Yes, you can edit an exercise in a client exercise program.

### **Can I permanently change an exercise?**

Yes, you can permanently change the exercise.

### **If I permanently change an exercise, can I change it back?**

You can restore an exercise back to the default Exercise Expert exercise.

### **If I edit text in an exercise, will my changes be reflected in the Spanish translation?**

No, the Spanish (or any other language you might add) text does not automatically update when you change the English text. You can manually edit the Spanish (or any other language) text by editing the exercise.

**Can I change the exercise parameters (sets, reps, etc.)?**

Yes, there are four ways to change exercise parameters:

- Edit the parameters for the current exercise program.
- Permanently change the parameters for a single exercise.
- Change the defaults for all exercises of that type.
- Change the exercise in a protocol.

**Can I add my exercises and exercise pictures?**

Yes, you can add exercises and exercise pictures.

**Can I modify an exercise picture?**

Yes, you can modify an exercise picture.

**I keep expecting certain exercises to be under different search criteria. This makes it hard for me to find them. Can I change the search criteria?**

Yes, you can modify the search criteria.

**Why would I want to copy an exercise?**

You can copy an exercise and use it as a starting point for a new exercise.

**My facility has different names for a few of the exercises. Can I rename them?**

Yes, you can rename an exercise by editing the exercise.

**The technical names for the exercises are confusing for my clients. Can the exercises be listed using common names that my client recognizes?**

Yes. You can search for exercises and print exercise programs using technical or common exercise names. For example, *Dumbbell Biceps Curl* is the common name for *Resisted unilateral elbow flexion with weight*. Change the report options to change the exercises to technical or common names.

**Do I have to use the target heart rate calculator?**

Target heart rate is not required for an exercise program. The target heart rate calculator is useful if you are creating an exercise program with an emphasis on cardiovascular fitness.

## **Printing FAQs**

### **Can I reprint a client exercise program?**

Yes, you can reprint an exercise program.

### **Can I print the exercises without names?**

Yes. If you want to print just the current exercise program without titles, remove the checkmarks from the **Print Anatomical Titles** and **Print Common Name** checkboxes. If you want to print exercise programs without titles by default, change the report options.

### **What is the difference between a Site Copy and a Chart Copy?**

The Site Copy report contains enough information for the health professional to know which exercises are in the exercise program. It contains thumbnail pictures of the exercises and the exercise parameters. Use the Site Copy report when working with the client.

The Chart Copy report contains the client name, exercise name, and parameters. No pictures or instructions are included. Use the Chart Copy report as a paper record of the exercise program for the client's chart.

### **What's the difference between the Client Comment and the Daily Comment?**

Client comments print on the exercise reports you give to the client. The daily comment prints only on the Chart Copy report.

### **Is there a way to create standard Client Comments?**

Yes, you can create stock comments.

### **Do the Client Comments affect how many exercises print per page?**

Yes, client comments can affect how many exercises print per page depending on the length of the client comment.

### **Can I combine multiple exercises programs and reprint the exercise program as a single exercise program?**

Yes, search for and select the exercise program using the Client History tab. Select the exercise program to move it to the **Selected Exercises** list, which combines the exercise programs into one program. Print the combined program.

### **Can I change the order in which the exercises print?**

Yes. Select the exercise you want to move and click the appropriate arrow button under **Exercise Options**.

### **Can I add my facility logo to the printed exercise programs?**

Yes, you can add multiple logos to the printed exercise programs. Logos must be in .jpg or .bmp format. Logos can be black and white or color.

## **What is Quick Print?**

Quick Print allows you to quickly create and print non-personalized exercise programs. Select **Quick Print** from the main menu.

## **Protocols FAQs**

### **How do I create a protocol?**

You can create a protocol using either of the following methods:

- Select **Add»New Protocol** from the main menu.
- Create an exercise program and click **Make Protocol** to create a new protocol.

### **Can I edit protocols?**

Yes, you can edit protocols.

### **Can I customize an exercise in a protocol?**

Yes, you can edit an exercise in a protocol.

# **Appendix A**

## **Non-Conforming Exercises**

---

Edit the exercise settings for individual non-conforming exercises. Some exercise defaults do not make sense for some exercises. For example, the facility might standardize on three sets of 20 repetitions for shoulder, wrist, and knee AROM exercises. But the default settings for these exercises might not make sense for exercises, such as walking or running AROM exercises. The following exercises usually do not follow the default exercises settings.

- Non-conforming AAROM exercises
- Non-conforming AROM exercises
- Non-conforming Isometric exercises
- Non-conforming Resist exercises
- Non-conforming Stretch exercises

### **AAROM**

1. AAROM shld Lat pushdown (dip bar) – Suggest 3x 20.
2. AAROM shld flx eccentric w/pulley – Suggest 3 x 10.
3. AAROM breathing hooklying – Suggest sets and reps (not time).
4. AAROM cough quadpleg prone – Suggest sets and reps (not time).
5. AAROM Diaphragmatic breathing w/towel – Suggest sets and reps (not time).
6. AAROM parapleg longsitting – Suggest sets and reps (not time).
7. AAROM parapleg cough sitting – Suggest sets and reps (not time).
8. AAROM quadpleg cough longsitting – Suggest sets and reps (not time).
9. AAROM segmental breathing w/towel/quick stretch – Suggest sets and reps (not time).

### **AROM**

- AROM AK/BK sit weight shift-advanced – Suggest sets and time.
- AROM AK/BK sit weight shift-beginning – Suggest sets and time.
- AROM AK/BK stand weight shift-advanced – Suggest sets and time.
- AROM AK/BK stand weight shift-beginning – Suggest sets and time.

- AROM BK tall kneel weight shift – Suggest sets of time.
- AROM BK tall kneel/walk – Suggest sets of time or distance.
- AROM gait heel walk – Suggest sets and reps and add distance in special instructions.
- AROM gait toe to toe walk – Suggest sets and reps and add distance in special instructions.
- AROM gait toe walk – Suggest sets and reps and add distance in special instructions.
- AROM gait walking – Suggest 1 x 10 minutes.
- AROM gait high step in Pool – Suggest 1 x 10 minutes.
- AROM gait normal step in Pool – Suggest 1 x 10 minutes.
- AROM gait jogging in Pool – Suggest 1 x 10 minutes.
- AROM gait toe to toe walk in Pool – Suggest sets of time.
- AROM floating prone in Pool – Suggest sets of time.
- AROM gait walking w/treadmill – Suggest 1 x 10 minutes.
- AROM gait hand cane balance – Suggest sets of time.
- AROM finger flx/ext hand open/close – Suggest increase rate to 2 per second.
- AROM knee plyometric jumps – Suggest increase rate.
- AROM knee plyometric jumps front/back on step – Suggest increase rate.
- AROM knee plyometric jumps side/side on step – Suggest increase rate.
- AROM knee side to side – Suggest place a distance in special instructions.
- AROM knee crossovers – Suggest sets of time or distance.
- AROM knee crossovers in Pool – Suggest sets of time or distance.
- AROM knee swimming w/kickboard in Pool – Suggest sets of time or distance.
- AROM hip/knee figure eight walk – Suggest sets of time.
- AROM lumbar sideglide L lying – Suggest sets of time.
- AROM lumbar prone lying arms up – Suggest 1 set x 20 minutes.
- AROM lumbar sideglide R lying – Suggest sets of time.
- AROM shld pendulum – Suggest sets of time.
- AROM vestib standing on foam – Suggest sets of time.

## **Isometric**

- Iso hip/pubic stabilization – Suggest isometric parameters (it is classified under stabilization).

## **Resist**

- Resist knee bike upright – Suggest sets of time.
- Resist knee bike recumbent – Suggest sets of time.
- Resist knee cross country ski – Suggest sets of time.
- Resist shld rowing w/mach – Suggest sets of time.
- Resist knee ski simulator – Suggest sets of time.
- Resist knee stance heel/toe w/crosspull w/elastic – Suggest sets of time.
- Resist knee stance uni w/crosspull w/elastic – Suggest sets of time.

- Resist knee stairstepper – Suggest sets of time.
- Resist swimming in Pool w/elastic – Suggest sets of time.
- Resist walking in Pool w/elastic – Suggest sets of time.

## Stretch

- Stretch lumbar/thoracic flx (sitting cat) – Suggest 3 sets of 10.
- Stretch cerv decompression – Suggest sets of time.
- Stretch elbow ext palm down – Suggest 1 set x 20 minutes.
- Stretch elbow ext palm down w/wt – Suggest 1 set x 20 minutes.
- Stretch elbow ext palm up – Suggest 1 set x 20 minutes.
- Stretch elbow ext palm up w/wt – Suggest 1 set x 20 minutes.
- Stretch hamstring sit active – Suggest 3x 10, twice a day.
- Stretch knee ext prone – Suggest 1 set x 20 minutes.
- Stretch knee ext prone w/wt – Suggest 1 set x 20 minutes.
- Stretch knee ext supine – Suggest 1 set x 20 minutes.
- Stretch knee ext supine w/wt – Suggest 1 set x 20 minutes.
- Stretch lumbar prone lying arms at side – Suggest 1 set x 20 minutes.
- Stretch lumbar prone lying w/pillow at hips – Suggest 1 set x 20 minutes.
- Stretch Pectoral supine static w/arms at side – Suggest 1 set x 20 minutes.
- Stretch Pectoral supine static w/arm abd – Suggest 1 set x 20 minutes.
- Stretch Quads prone w/elastic – Suggest 1 set x 20 minutes.
- Stretch shld ER supine static – Suggest 1 set x 20 minutes.
- Stretch shld ER supine static w/elastic – Suggest 1 set x 20 minutes.
- Stretch shld ER supine static w/wt – Suggest 1 set x 20 minutes.
- Stretch shld IR static – Suggest 1 set x 20 minutes.

# **Glossary**

---

## **-A-**

### **AAROM**

Active assisted range of motion Refers to exercises in which the muscle is helped with the aid of an outside force.

### **abd**

Abduction

### **ACL**

Anterior cruciate ligament

### **add**

Adduction

### **ADL**

Activity of daily living

### **alt**

Alternating

### **ant**

Anterior

### **AROM**

Active range of motion Refers to exercises in which the muscle moves a body part.

## **-B-**

### **bil**

Bilateral

### **bkwd**

Backward

## **-C-**

### **circum**

Circumduction

### **CMC**

Carpometacarpal

## **-D-**

<b>depress</b>	
	Depression
<b>dev</b>	
	Deviation
<b>DF</b>	
	Dorsiflexion
<b>diag</b>	
	Diagonal
<b>DIP</b>	
	Distal interphalangeal
<b>Dynam</b>	
	Dynamic

## **-E-**

<b>elev</b>	
	Elevation
<b>ER</b>	
	External rotation
<b>ever</b>	
	Eversion
<b>ext</b>	
	Extension

## **-F-**

<b>flx</b>	
	Flexion
<b>fwd</b>	
	Forward

**func**

Functional

## **-G-**

<b>grav</b>	
	Gravity eliminated Refers to a position that allows a body part to be moved with minimal effects of gravity.

## **-H-**

<b>horiz</b>	
	Horizontal

## **-I-**

<b>indep</b>	Independent
<b>inv</b>	Inversion
<b>IP</b>	Interphalangeal
<b>Ipsi</b>	Same Side
<b>IR</b>	Internal rotation
<b>IT</b>	Iliotibial band

## **-L-**

<b>L</b>	left
<b>LAQ</b>	Long arc quad
<b>lat</b>	Lattissimus

## **-M-**

<b>mach</b>	Machine
<b>MC</b>	Metacarpal
<b>motor dev</b>	Motor development exercise

## **-O-**

<b>Opt</b>	Opposite side
------------	---------------

## **-P-**

<b>PF</b>	Plantar flexion
<b>pict</b>	Picture
<b>PIP</b>	Proximal interphalangeal

**post**

Posterior

**PROM**

Passive range of motion Refers to exercises in which a body part is moved by an outside force, not muscle activity.

**pron**

Pronation

**protract**

Protraction

**-Q-****quad**

Quadriceps

**-R-****R**

Right

**rotn**

Rotation

**-S-****s/p**

Status post

**SAQ**

Short arc quad

**shld**

Shoulder

**SI**

Sacroiliac

**Skill/func**

Skill or functional exercise

**sup**

Supination

**-T-****TFL**

Tensor fascia lata

**TMJ**

Temporomandibular joint

**-U-**

**uni**

Unilateral

**-V-**

**vestib**

Vestibular

**VMO**

Vastus lateralis oblique

# Index

---

## A

Activity Log .....	48
<b>adding</b>	
custom tab.....	44
exercise pictures .....	26
<b>exercise programs</b> .....	10
exercise search criteria.....	25
exercise settings .....	30
exercises.....	23
languages .....	53
list items.....	43
lists.....	42
logos.....	58
protocols to exercise program.....	34
staff members .....	41
stock comments .....	55
stock comments to exercise program.....	15
adding facility logos.....	58
Administrator Reports.....	64
Client History Report.....	64
Exercise Summary Report .....	66
Protocol Summary Report .....	65
archiving client history .....	48

## B

backing up your database.....	40
<b>BioEx Systems</b>	
<b>Inc.</b> .....	7
bookmarking exercises.....	23

## C

client history.....	20
archiving .....	48
deactivating.....	22
reactivating .....	22
restoring .....	48
searching .....	20
Client History Report.....	64
client reports.....	62

copying exercises .....	28
<b>creating</b>	
custom tab.....	44
exercise picture .....	26
<b>exercise programs</b> .....	10
protocols .....	34
custom tabs	
creating .....	44
deleting .....	48
maintaing .....	44
customizing	
custom tabs .....	44
using BioEx Systems for .....	32
work environment.....	9

## **D**

database	
backing up.....	40
restoring .....	40
deactivating clients.....	22
default	
exercise settings .....	50
pyramid settings.....	57
Defining Security Settings .....	61
deleting	
client exercise program.....	22
custom tabs .....	48
list items.....	44
protocols .....	38
staff members .....	42
Deleting Stock Comments .....	16

## **E**

editing	
default program settings .....	52
exercise pictures .....	31
exercises.....	17
exercises in protocols.....	37
list items.....	44
lists.....	43
protocols .....	36
staff members .....	41
email	
exercise programs .....	16
settings .....	60
employees .....	40
Exercise Expert .....	5

exercise pictures	
adding .....	26
creating .....	26
editing .....	31
importing .....	28
modifying.....	31
using stock body parts .....	28
<b>Exercise Pro .....</b>	<b>5</b>
<b>exercise programs</b>	
adding protocols .....	34
<b>creating</b> .....	<b>10</b>
deleting .....	22
emailing .....	16
printing.....	11
reprinting .....	14
saving.....	20
searching for .....	20
exercise settings .....	30
Exercise Summary Report .....	66
exercise/topic frequency report.....	67
<b>exercises</b>	
adding .....	23
bookmarking.....	23
copying .....	28
editing .....	17
editing in protocols .....	37
FAQs.....	69
<b>naming conventions</b> .....	<b>23</b>
non-conforming .....	73
restoring .....	49
searching for .....	8
<b>F</b>	
Facility Information .....	57
facility logos.....	58
<b>FAQ</b>	
exercises.....	69
printing.....	71
protocols .....	72
searching .....	69
<b>H</b>	
<b>hardware requirements</b> .....	<b>7</b>
<b>I</b>	
importing	
exercise picture .....	28

## L

list items	
adding .....	43
deleting .....	44
editing .....	44
lists	
adding .....	42
adding items.....	42
deleting items.....	44
editing .....	43
editing items .....	44
maintaining .....	42
localizing.....	53
logos .....	58

## M

maintaining	
custom tabs .....	44
lists.....	42
staff .....	40

## N

<b>naming conventions</b> .....	23
new	
exercises.....	23
list .....	42
protocols .....	34
New in Version 5 .....	6
non-conforming exercises .....	73

## P

password .....	54
printing.....	11
defining default.....	54
exercise programs .....	11
FAQs.....	71
Printing a client exercise program or protocol.....	11
printing the exercise/topic frequency report .....	67
program settings .....	52
Protocol Summary Report.....	65
<b>protocols</b> .....	33
adding to exercise programs .....	34
creating .....	34
deleting .....	38
editing .....	36
editing exercises in .....	37

FAQs.....	72
restoring .....	49
searching for .....	33
pyramids.....	19
default settings .....	57

## Q

Quick Print	
Print Worksheet .....	64
Quick Print Selected Items on Main Screen .....	14
Rapid Program Generate with Numbers.....	15

## R

reactivating.....	22
reports .....	62
Administrator Reports .....	64
Client History Report.....	64
Client Reports .....	62
defining default.....	54
Exercise Summary Report .....	66
Protocol Summary Report .....	65
reprinting exercise program .....	14
<b>requirements.....</b>	7
restoring	
client history .....	48
database .....	40
exercises.....	49
protocols .....	49

## S

saving	
exercise programs .....	20
searching	
client histories.....	20
exercise programs .....	20
exercises.....	8
FAQs.....	69
protocols .....	33
selecting the criteria.....	25
Security .....	61
setting exercise defaults .....	50
<b>settings.....</b>	52
email .....	60
program settings .....	52
<b>software requirements .....</b>	7
Specifying a password for a new user.....	54
staff .....	40

adding .....	41
deleting .....	42
editing .....	41
stock body parts .....	28
stock comments.....	55
adding to program.....	15

## T

<b>technical support.....</b>	7
translating.....	53